


**Inter Office Memorandum**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration/  
Diversity Section **Date:** October 20, 2015

**TO:** Manju Prakash Sharma, Director of Maintenance & Operations

**FROM:** Regina D. Berry, Diversity Administrator 

**SUBJECT:** **Contract 15-721-21, Devon Instream Aeration Station Air Main Replacement**

**LOW BIDDER:** **Morrison Construction Company, Inc**

The low bidder, Morrison Construction, Inc., has submitted company information and "Minority, Women & Small Business Verification Forms" for the firms identified on the subject contract's Affirmative Action Utilization Plan.

In regards to the bidders diminutive shortfall in the MBE participation, there has been a standard District practice to accept and honor Utilization Plans that have a de minimus less than one percent (1%) of the established goal attainment. Therefore, after consultation with the Law Department, it has been determined that this issue is not "fatal" to the bid.

The Minority, Women & Small Business Enterprise goals for the above contract are 20% MBE, 9% WBE and 10% SBE. According to the contractors Utilization Plan, the low bidder has committed to the following goals:

<u>MBE</u>	<u>WBE</u>	<u>SBE</u>
19.8%	14%	*

Therefore, the low bidder, Morrison Construction Company, is in apparent compliance with the requirements of Affirmative Action Ordinance Revised Appendix D.

\* Bidder offers MBE towards fulfillment of SBE goal

RDB:RLM  
attachments

c: Darlene A. LoCascio, Shields-Wright, Martinez, File

**METROPOLITAN WATER RECLAMATION DISTRICT OF  
GREATER CHICAGO**

**MBE, WBE, SBE UTILIZATION PLAN**

For Local and Small business entities - Definitions for terms used below can be found in Appendix D: MBE - Section 5(s); WBE - Section 5(cc); SBE - Section 5(w).

**NOTE:** The Bidder shall submit with the Bid, originals or facsimile copies of all MBE, WBE, SBE Subcontractor's Letter of Intent furnished to all MBEs, WBEs, and SBEs. IF A BIDDER FAILS TO INCLUDE signed copies of the MBE, WBE, SBE Utilization Plan and all signed MBE, WBE, SBE Subcontractor's Letter of Intent with its bid, said bid will be deemed nonresponsive and rejected.

**All Bidders must sign the signature page UP-5 of the Utilization Plan, even if a waiver is requested.**

Name of Bidder: Morrison Construction Company

Contract No.: 15-721-21

Affirmative Action Contact & Phone No.: Frank Rowley 219-932-5036

E-Mail Address: frowley@mcco.com

Total Bid: Three hundred fifty three thousand + sixty dollars (\$353,060)

**MBE, WBE, SBE UTILIZATION PLAN AND ALL SIGNED MBE, WBE, SBE SUBCONTRACTOR'S LETTER OF INTENT MUST BE COMPLETED, SIGNED AND ACCOMPANY YOUR BID!!!**

The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the MBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

MBE UTILIZATION

Name of MBE and contact person: Jim Ornelas Ornelas Construction  
Business Phone Number: 815-462-7600 Email Address: Jim.Ornelas@OrnelasConstruction.com  
Address: 12520 W Horseshoe Dr New Lenox IL 60451  
Description of Work, Services or Supplies to be provided: Layout, Dimension and provide fabricated PIPE system and Supports  
CONTRACT ITEM NO.: Per Direct Specification (DS)  
Total Dollar Amount Participation: 70,000<sup>00</sup> Seventy Thousand Dollars <sup>00</sup>/100

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☒  
YES

☐  
NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid! ! !**

MBE UTILIZATION

Name of MBE and contact person: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
CONTRACT ITEM NO.: \_\_\_\_\_  
Total Dollar Amount Participation: \_\_\_\_\_

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid! ! !**

MBE UTILIZATION

Name of MBE and contact person: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
CONTRACT ITEM NO.: \_\_\_\_\_  
Total Dollar Amount Participation: \_\_\_\_\_

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid! ! !**

(Attach additional sheets as needed)

The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the WBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

WBE UTILIZATION

Name of WBE and contact person: Kritsen Evers - Concord Excavating  
Business Phone Number: 630-243-6849 Email Address: Kristin@ConcordExcavating.NET  
Address: 12157 OXFORD CT Lemont IL 60439  
Description of Work, Services or Supplies to be provided: Excavation, Backfill and Compaction per Contract Documents  
CONTRACT ITEM NO.: Per Direct Specification (DS)  
Total Dollar Amount Participation: 50,000.00

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!**

WBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
CONTRACT ITEM NO.: \_\_\_\_\_  
Total Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!**

WBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
CONTRACT ITEM NO.: \_\_\_\_\_  
Total Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!**

(Attach additional sheets as needed)

SBE UTILIZATION

Name of SBE and contact person: Ornelas Construction Jim Ornelas  
Business Phone Number: 815 462 7600 Email Address: Jim.Ornelas@OrnelasConstruction.com  
Address: 12520 W Horseshoe DR New Lenox IL 60451  
Description of Work, Services or Supplies to be provided: LAYOUT, Dimension and provide Fabricated  
Pipe System and Supports  
CONTRACT ITEM NO.: Per Direct specification (DS)  
Total Dollar Amount Participation: Seventy Thousand Dollars 70,000<sup>00</sup>

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!!**

SBE UTILIZATION

Name of SBE and contact person: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
\_\_\_\_\_  
CONTRACT ITEM NO.: \_\_\_\_\_  
Total Dollar Amount Participation: \_\_\_\_\_

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!!**

SBE UTILIZATION

Name of SBE and contact person: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
\_\_\_\_\_  
CONTRACT ITEM NO.: \_\_\_\_\_  
Total Dollar Amount Participation: \_\_\_\_\_

(Attach additional sheets as needed)

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!!**

## SIGNATURE SECTION

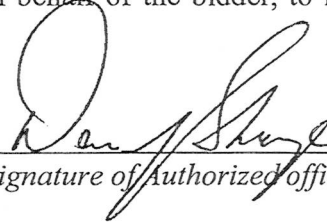
On Behalf of Morrison Construction Company I/We hereby acknowledge that  
(name of company)

I/WE have read Revised Appendix D, will comply with the provisions of Revised Appendix D, and intend to use the MBEs, WBEs, and SBEs listed above in the performance of this contract and/or have completed the Waiver Request Form. To the best of my knowledge, information and belief, the facts and representations contained in this Exhibit are true, and no material facts have been omitted.

I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized, on behalf of the bidder, to make this affidavit.

10/6/15

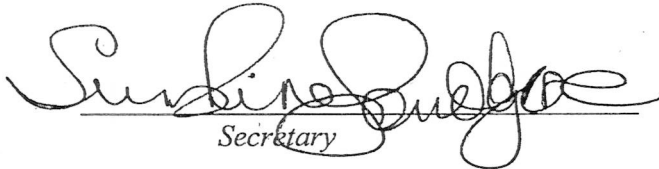
Date

  
Signature of Authorized officer

ATTEST:

Daniel Sharpe / President

Print name and title

  
Secretary

219-932-5036

Phone number

- 1) The Bidder is required to sign and execute this page, EVEN IF A WAIVER IS BEING REQUESTED.
- 2) Failure to do so will result in a nonresponsive bid and rejection of the bid.
- 3) If a waiver is requested, the bidder must also complete the following "WAIVER REQUEST FORM."

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!**