

**Interoffice Memorandum  
METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** October 27, 2016

**TO:** Catherine A. O'Conner, Director of Engineering

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

**SUBJECT:** Contract: 16-268-2V, Industrial Waste Division (IWD) and Construction Office Renovation at Calumet WRP

**Bidder:** Path Construction Company, Inc.

The lowest responsive bidder, Path Construction Company, Inc., has submitted company information, "MBE, WBE and SBE Verification Forms" for the firms identified on the subject contract's Utilization Plan.

The MBE, WBE, and SBE Utilization Goals for the contract are 20% Minority, 10% WBE, and 10% Small Business Enterprises. According to the contract's Utilization Plan, the bidder has committed to the following:

<u>MBE</u>	<u>WBE</u>	<u>SBE</u>
21.7%	10.8%	*

Therefore, the lowest responsive bidder, Path Construction Company, Inc., is in apparent compliance with the requirements of the Affirmative Action Ordinance Revised Appendix D.

RDB: GG

Attachment

c: Ms. Darlene A. LoCascio, Shields-Wright, Cornier, Gordon, File

\*Bidder offers MBE credits for SBE participation.

REVISED JUNE, 2015

**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: Path Construction Company, Inc.

Contract No.: 16-268-2V

Affirmative Action Contact & Phone No.: PM Muller 847-398-7100

E-Mail Address: pmuller@pathcc.com

Total Bid: 2,546,000

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

REVISED 10/18/16

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: Livewire Electrical / Shon Harris

Business Phone Number: 708-535-6001 Email Address: \_\_\_\_\_

Address: 12900 S Throop St, Calumet Park, IL 60827

Description of Work, Services or Supplies to be provided: Electrical

CONTRACT ITEM NO.: 16-268-2V

Total Dollar Amount Participation: \$320,000

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:  YES  NO



**MBE UTILIZATION**

Name of MBE and contact person: JF Carpentry / Jose Flores

Business Phone Number: 847-916-2186 Email Address: \_\_\_\_\_

Address: 9226 West Grand Avenue, Franklin Park, IL 60131

Description of Work, Services or Supplies to be provided: Carpentry

CONTRACT ITEM NO.: 16-268-2V

Total Dollar Amount Participation: \$170,000

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:  YES  NO



**MBE UTILIZATION**

Name of MBE and contact person: Mack Construction Services, LLC / Nancy Carreon

Business Phone Number: 773-525-3411 Email Address: \_\_\_\_\_

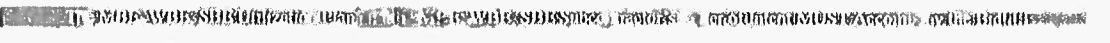
Address: 3628 North Hamilton Avenue, Chicago, IL 60618

Description of Work, Services or Supplies to be provided: Roof Supply

CONTRACT ITEM NO.: 16-268-2V

Total Dollar Amount Participation: \$65,000

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:  YES  NO



(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: Wolf Mechanical / Cindy McCarty  
Business Phone Number: 847-540-2059 Email Address: \_\_\_\_\_  
Address: 1192 Heather Drive, Lake Zurich, IL 60047  
Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
HVAC  
CONTRACT ITEM NO.: 16-268-2V  
Total Dollar Amount Participation: \$275,000

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:  YES  NO



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



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



(Attach additional sheets as needed)

SBE UTILIZATION

Name of SBE and contact person: LIVEWIRE ELECTRICAL / SHON HARRIS  
Business Phone Number: 708-335-6001 Email Address: \_\_\_\_\_  
Address: CALUMET CITY, IL  
Description of Work, Services or Supplies to be provided: ELECTRICAL  
CONTRACT ITEM NO.: 16-268-2V  
Total Dollar Amount Participation: \$ 320,000



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: \_\_\_\_\_



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)



SIGNATURE SECTION

On Behalf of Path Construction Company, Inc. 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.

10/19/2016  
Date

[Signature]  
Signature of Authorized officer

ATTEST:

Richard Krause, President  
Print name and title

[Signature]  
Secretary  
Richard Krause

847.398.7100  
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."**

IF MBE/WBE/SDB UTILIZED, SEE ATTACHED MBE, WBE, SBE FORM FOR APPLICABLE INFORMATION AND THE ASSOCIATED SUBMITTAL

REVISED JUNE, 2015

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WAIVER REQUEST FORM

If a waiver is requested, the Bidder is required to sign and execute this page.

Contract No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Contact Person and Phone Number: \_\_\_\_\_

With respect to the contract specified above, the Bidder hereby requests a total or partial waiver of the requirement that, pursuant to Section 12 (a)-(d) of the Affirmative Action Ordinance, Revised Appendix D, it files a MBE, WBE, SBE Utilization Plan or achieve a particular goal for MBE, WBE, SBE participation in the contract. The reasons for the request are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On Behalf of \_\_\_\_\_ I/We hereby acknowledge that  
(name of company)

I/WE have read Affirmative Action Ordinance, Revised Appendix D, will comply with the provisions of Affirmative Action Ordinance, Revised Appendix D, and intend to use the MBEs, WBEs, and SBEs listed in the MBE, WBE, SBE Utilization Plan in the performance of this contract and have completed the Waiver Request Form. To the best of my knowledge, information and belief, the facts and representations contained in this Waiver Request Form 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 contractor, to make this affidavit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized officer

ATTEST:

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Phone number

**NOTE TO BIDDERS**

All Waiver requests are evaluated carefully by the District. The evaluation is based on your firm's documented GOOD FAITH EFFORTS.

The GOOD FAITH EFFORTS MUST be Undertaken PRIOR to your bid submittal to the District. Good Faith Efforts are identified on pp. D15-D16, Section 12. Utilization Plan Submission (e), (i)(i)-(xi).

~~UP-6~~



REVISED JUNE, 2015

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**MBE, WBE, SBE SUBCONTRACTOR'S LETTER OF INTENT**

To: (Name of Bidder) PATH CONSTRUCTION and the MWRDGC

RE: Contract Name: (Insert Name) IWD & Construction Office Renovation

Contract Number: (Insert Number) 16-268-2V

From: (Name of MBE/WBE/SBE Firm) LiveWire Electrical Systems MBE: Yes  No   
WBE: Yes  No   
SBE: Yes  No

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification. A certification letter must be attached hereto.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

Electrical Installation

If more space is needed to fully describe the MBE/WBE/SBE firms' proposed scope of work and/or payment schedule, attach additional sheets.

The above described performance is offered for the following total price:

\$ 320,000 THREE HUNDRED TWENTY THOUSAND  
(Written in Figures) (Written in Words)

In the event of a discrepancy between the "Written in Words" price and the "Written in Figures" price, the "Written in Words" price shall govern."

The undersigned will enter into a formal written agreement for the above work with the Prime Contractor, conditioned upon the execution of a contract by the Prime Contractor with the MWRDGC.

[Signature]  
Is Director, Owner, President or Authorized Agent of MBE/WBE/SBE?

Shon Harris  
Name/Title (Print)

Date 9-19-16 phone 708-535-6001

**THIS SIGNED DOCUMENT MUST BE SUBMITTED WITH THE BID. FAILURE TO DO SO WILL RESULT IN A NONRESPONSIVE BID AND REJECTION OF THE BID.**

All bidders shall submit with the Bid, copies of MBE, WBE, SBE Subcontractor's Letter of Intent in paper form with signatures, which were furnished to each MBE, WBE, and SBE listed in its MBE, WBE, SBE Utilization Plan and must be submitted to the District with its bid as part of its bid packet with either a copy of each MBE, WBE, and SBE current Letter of Certification from a state or local government or agency or documentation demonstrating that the MBE, WBE, SBE is a MBE, WBE or SBE within the meaning of this Revised Appendix D. Failure to submit the MBE, WBE, SBE Subcontractor's Letter of Intent signed by each MBE, WBE, SBE subcontractor will be viewed as nonresponsive and the bid will be rejected. All MBE, WBE, SBE Subcontractor's Letter of Intent must conform to the MBE, WBE, SBE Utilization Plan submitted with the bid. An original or facsimile copy of MBE, WBE, SBE Subcontractor's Letter of Intent will be acceptable.

~~IF ANY SUBCONTRACTOR'S LETTER OF INTENT IS NOT SUBMITTED WITH THE BID, THE BID WILL BE REJECTED.~~

*Protecting Our Water Environment*

BOARD OF COMMISSIONERS

Hariyana T. Spyropoulos

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**Metropolitan Water Reclamation District of Greater Chicago**

100 EAST ERIE STREET CHICAGO, ILLINOIS 60611-3164 312.761.6600

**Regina D. Berry**  
Diversity Administrator

312.761.4035 f: 312.761.4440  
regina.berry@mwr.org

May 6, 2016

Shon Harris  
Livewire Electrical  
12900 South Throop St.  
Cahmet Park, IL 60827

Vendor Number: 5012741

Dear Shon Harris:

The result of our review concludes that **Livewire Electrical** is certified as a MBE eligible to fulfill MBE requirements on Metropolitan Water Reclamation District of Greater Chicago (District) contracts. Your firm is certified as of May 6, 2016.

It is your firm's obligation to apply for re-certification no later than August 1, 2018. Re-certification may be revoked if it is determined that your firm is involved in bidding irregularities, contract fraud or misrepresentation of your firm's MBE, WBE, or SBE status. *An additional in-depth review will be made if your company is listed as MBE, WBE, or SBE on a bid document to fulfill Affirmative Action goals at the District.*

Your firm will be listed in the online edition of the District's Vendor Directory. The directory is located at [mwr.org](http://mwr.org) under the "Business with us" tab. Your specialty area will be shown as:

**Lighting (Interior/Exterior; Architectural Services; Masonry/Concrete/Stucco Maint-Repair(Inside Concrete Saw; Construction Services/Gen'l(for General Contractors); Carpentry; Construction Services/Trade(New Construction); Concrete; Electrical Masonry**

As a certified MBE, WBE or SBE, it is your obligation to promptly notify this office in writing of any changes or circumstances that affect your ability to meet ownership, size requirements and/or control of your firm. The notice must take the form of a notarized affidavit sworn to by the owner and provided within 30 days of the change. The District reserves the right to commence actions to revoke your firm's certification if this notification is not made.

Illinois law requires that all corporations secure a Certification of Authority from the Illinois Secretary of State prior to doing business in the State.

**MBE, WBE, SBE SUBCONTRACTOR'S LETTER OF INTENT**

To: (Name of Bidder) Path Construction Company and the MWRDGC

RE: Contract Name: (Insert Name) IWD & Construction Office Renovation

Contract Number: (Insert Number) 16-268-2V

From: (Name of MBE/WBE/SBE Firm) JF CARPENTRY MBE: Yes  No   
WBE: Yes  No   
SBE: Yes  No

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification. A certification letter must be attached hereto.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

FRAMING/DRYWALL, ACT CEILINGS, ROUGH CARPENTRY

If more space is needed to fully describe the MBE/WBE/SBE firms' proposed scope of work and/or payment schedule, attach additional sheets.

The above described performance is offered for the following total price:  
\$ 170,000 ONE HUNDRED SEVENTY THOUSAND  
(Written in Figures) (Written in Words)

In the event of a discrepancy between the "Written in Words" price and the "Written in Figures" price, the "Written in Words" price shall govern."

The undersigned will enter into a formal written agreement for the above work with the Prime Contractor, conditioned upon the execution of a contract by the Prime contractor with the MWRDGC.

[Signature]  
(Signature of RESIDENT Authorized Agent of MBE/WBE/SBE)

Name/Title (Print)

Date 9-26-16 Phone 847-916-2176

**THIS SIGNED DOCUMENT MUST BE SUBMITTED WITH THE BID. FAILURE TO DO SO WILL RESULT IN A NONRESPONSIVE BID AND REJECTION OF THE BID.**

All bidders shall submit with the Bid, copies of MBE, WBE, SBE Subcontractor's Letter of Intent in paper form with signatures, which were furnished to each MBE, WBE, and SBE listed in its MBE, WBE, SBE Utilization Plan and must be submitted to the District with its bid as part of its bid packet with either a copy of each MBE, WBE, and SBE current Letter of Certification from a state or local government or agency or documentation demonstrating that the MBE, WBE, SBE is a MBE, WBE or SBE within the meaning of this Revised Appendix D. Failure to submit the MBE, WBE, SBE Subcontractor's Letter of Intent signed by each MBE, WBE, SBE subcontractor will be viewed as nonresponsive and the bid will be rejected. All MBE, WBE, SBE Subcontractor's Letter of Intent must conform to the MBE, WBE, SBE Utilization Plan submitted with the bid. An original or facsimile copy of MBE, WBE, SBE Subcontractor's Letter of Intent will be acceptable.





DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

MAY 25 2016

Jose Luis Flores  
JF Carpentry Services, Inc.  
9226 Grand Ave.  
Franklin Park, IL 60131

Dear Jose Luis Flores:

We are pleased to inform you that **JF Carpentry Services, Inc.** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **5/15/2021**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **5/15/2017, 5/15/2018, 5/15/2019, and 5/15/2020**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **5/15/2021**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **3/15/2021**.

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

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

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

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

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

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

**NAICS Code(s):**

- 238130 - Framing Contractors**
- 238310 - Drywall and Insulation Contractors**
- 238350 - Finish Carpentry Contractors**

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

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) program.

Sincerely,



Rich Butler  
First Deputy Procurement Officer  
RB/nw



**MBE, WBE, SBE SUBCONTRACTOR'S LETTER OF INTENT**

To: (Name of Bidder) Path Construction Company and the MWRDGC

RE: Contract Name: (Insert Name) IWD & Construction Office Renovation

Contract Number: (Insert Number) 16-268-2V

From: (Name of MBE/WBE/SBE Firm) MACK Construction Services, LLC MBE: Yes  No   
WBE: Yes  No   
SBE: Yes  No

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification. A certification letter must be attached hereto.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

Roofing Material

If more space is needed to fully describe the MBE/WBE/SBE firms' proposed scope of work and/or payment schedule, attach additional sheets.

The above described performance is offered for the following total price:

\$ 65,000 Sixty Five Thousand

(Written in Figures)

(Written in Words)

In the event of a discrepancy between the "Written in Words" price and the "Written in Figures" price, the "Written in Words" price shall govern."

The undersigned will enter into a formal written agreement for the above work with the Prime Contractor, conditioned upon the execution of a contract by the Prime contractor with the MWRDGC.

N.S. Carreon  
(Signature of Owner, President or Authorized Agent of MBE/WBE/SBE)

Nancy S. Carreon, President  
Name/Title (Print)

Date 10/18/2016

Phone 773.825.2411

**THIS SIGNED DOCUMENT MUST BE SUBMITTED WITH THE BID. FAILURE TO DO SO WILL RESULT IN A NONRESPONSIVE BID AND REJECTION OF THE BID.**

All bidders shall submit with the Bid, copies of MBE, WBE, SBE Subcontractor's Letter of Intent in paper form with signatures, which were furnished to each MBE, WBE, and SBE listed in its MBE, WBE, SBE Utilization Plan and must be submitted to the District with its bid as part of its bid packet with either a copy of each MBE, WBE, and SBE current Letter of Certification from a state or local government or agency or documentation demonstrating that the MBE, WBE, SBE is a MBE, WBE or SBE within the meaning of this Revised Appendix D. Failure to submit the MBE, WBE, SBE Subcontractor's Letter of Intent signed by each MBE, WBE, SBE subcontractor will be viewed as nonresponsive and the bid will be rejected. All MBE, WBE, SBE Subcontractor's Letter of Intent must conform to the MBE, WBE, SBE Utilization Plan submitted with the bid. An original or facsimile copy of MBE, WBE, SBE Subcontractor's Letter of Intent will be acceptable.

~~MBE, WBE, SBE Subcontractor's Letter of Intent must conform to the MBE, WBE, SBE Utilization Plan submitted with the bid. An original or facsimile copy of MBE, WBE, SBE Subcontractor's Letter of Intent will be acceptable.~~



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

AUG 01 2016

Nancy Carreon  
MACK Construction Services, LLC  
3628 N. Hamilton Ave.  
Chicago, IL 60618

Dear Nancy Carreon:

We are pleased to inform you that MACK Construction Services, LLC has been re-certified as a Minority-Owned Business Enterprise ("MBE") and Women-Owned Business Enterprise ("WBE") by the City of Chicago ("City"). This MBE/WBE certification is valid until 8/1/2021; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your annual No-Change Affidavit 60 days before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's annual No-Change Affidavit is due by 8/1/2017, 8/1/2018, 8/1/2019 and 8/1/2020. Please remember, you have an affirmative duty to file your No-Change Affidavit 60 days prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on 8/1/2021. You have an affirmative duty to file for recertification 60 days prior to the date of the five year anniversary date. Therefore, you must file for recertification by 8/1/2021.

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

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

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;

121 NORTH LASALLE STREET, ROOM 806, CHICAGO, ILLINOIS 60602



- Notify the City of any changes affecting your firm's certification within 10 days of such change; or
- File your recertification within the required time period.

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

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

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

**NAICS Code(s):**

238320- Painting and Wall Covering Contractors

238990- All Other Specialty Trade Contractors

423320- Brick, Stone, and Related Construction Material Merchant Wholesalers (Gravel, Construction, Merchant Wholesalers; Sand (Except Industrial) Merchant Wholesalers)

423330- Roofing, Siding, and Insulation Material Merchant Wholesalers

423390- Other Construction Material Merchant Wholesalers

424950- Paint, Varnish, and Supplies Merchant Wholesalers

424990- Other Miscellaneous Nondurable Goods Merchant Wholesalers

541330- Construction Engineering Services

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

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Rich Cutler  
First Deputy Procurement Officer

RB/fn



**MBE, WBE, SBE SUBCONTRACTOR'S LETTER OF INTENT**

To: (Name of Bidder) Path Construction and the MWRDGC

RE: Contract Name: (Insert Name) CAWMBT WTP OFFICE

Contract Number: (Insert Number) 16-268-2V

From: (Name of MBE/WBE/SBE Firm) Wolf Mechanical Industries  
MBE: Yes  No   
WBE: Yes  No   
SBE: Yes  No

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification. A certification letter must be attached hereto.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

HVAC / MECHANICAL

If more space is needed to fully describe the MBE/WBE/SBE firms' proposed scope of work and/or payment schedule, attach additional sheets.

The above described performance is offered for the following total price:

\$ 275,000 TWO HUNDRED SEVENTY FIVE THOUSAND  
(Written in Figures) (Written in Words)

In the event of a discrepancy between the "Written in Words" price and the "Written in Figures" price, the "Written in Words" price shall govern."

The undersigned will enter into a formal written agreement for the above work with the Prime Contractor, conditioned upon the execution of a contract by the Prime Contractor with the MWRDGC.

(Signature of Owner, President, or Authorized Agent of MBE/WBE/SBE)  
Cindy McCarty - President

Name/Title (Print)

Date 9-27-16

Phone 847-540-2059

**THIS SIGNED DOCUMENT MUST BE SUBMITTED WITH THE BID. FAILURE TO DO SO WILL RESULT IN A NONRESPONSIVE BID AND REJECTION OF THE BID.**

All bidders shall submit with the Bid, copies of MBE, WBE, SBE Subcontractor's Letter of Intent in paper form with signatures, which were furnished to each MBE, WBE, and SBE listed in its MBE, WBE, SBE Utilization Plan and must be submitted to the District with its bid as part of its bid packet with either a copy of each MBE, WBE, and SBE current Letter of Certification from a state or local government or agency or documentation demonstrating that the MBE, WBE, SBE is a MBE, WBE or SBE within the meaning of this Revised Appendix D. Failure to submit the MBE, WBE, SBE Subcontractor's Letter of Intent signed by each MBE, WBE, SBE subcontractor will be viewed as nonresponsive and the bid will be rejected. All MBE, WBE, SBE Subcontractor's Letter of Intent must conform to the MBE, WBE, SBE Utilization Plan submitted with the bid. An original or facsimile copy of MBE, WBE, SBE Subcontractor's Letter of Intent will be acceptable.

The MBE, WBE, SBE Utilization Plan is a public document and is available for review at the District Office.



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

NOV 21 2013

Cynthia McCarthy  
Wolf Mechanical Industries, Inc.  
1192 Heather Drive  
Lake Zurich, IL 60047

Dear Ms. McCarthy:

We are pleased to inform you that **Wolf Mechanical Industries, Inc.** has been recertified as a **Women Business Enterprise ("WBE")** by the City of Chicago ("City"). This **WBE** certification is valid until **11/01/2018**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **11/01/2014, 11/01/2015, 11/01/2016, and 11/01/2017**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **11/01/2018**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **09/01/2018**.

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

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

- File your annual No-Change Affidavit within the required time period;

121 NORTH LASALLE STREET, ROOM 806, CHICAGO ILLINOIS 60602

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- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification within 10 days of such change; or
- File your recertification within the required time period.

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

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


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

**NAICS Code(s):**  
**238220 – Ventilating Contractors**

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

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,

  
\_\_\_\_\_  
Jamie L. Rhee  
Chief Procurement Officer

JLR/gc

*Handwritten initials*