INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT:

General Administration

DATE: July 1, 2020

Diversity Section

TO:

John Murray, Director of Maintenance & Operations

FROM:

Regina D. Berry, Diversity Administrator

SUBJECT:

Contract 20-654-11 - Furnish and Deliver Parts and Repair Services

for Sluice Gate Valve Actuators

LOW BIDDER:

Swanson Flo Company

The lowest responsive bidder, Swanson Flo Company has submitted company information and "MBE/WBE/SBE Business Verification Forms for the firms identified on the subject contract's Affirmative Action Utilization Plan.

The MBE, WBE and SBE Utilization Goals for the above-mentioned contract are 10% MBE and/or WBE, 10% SBE and 3% VBE. According to the bidder's Utilization Plan, the bidder has committed to the following goals:

MBE / WBE	SBE	VBE	
10%	*	*	

Therefore, Swanson Flo Company is in apparent compliance with the requirements of Affirmative Action Ordinance Revised Appendix D.

*MBE satisfies SBE and VBE goal requirements

RDB:DH

Attachment

c: D. LoCascio, S. Morakalis, M. Grosko, L. Cornier, D. Hardney, File

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: DEPARTMENT OF PROCUREMENT AND MATERIALS MANAGEMENT

DATE:

May 12, 2020

TO:

John Murray, Director of Maintenance and Operations

FROM:

Darlene A. LoCascio, Director of Procurement and Materials Management

SUBJECT:

CONTRACT 20-654-11, Furnish and Deliver Parts and Repair Services for

Sluice Gate Valve Actuators

Attached for your review and recommendation is the sole bid received and opened on May 12, 2020, for the subject contract. The bids are per the attached tabulation sheet.

A planholders' survey will be conducted, and results will be forwarded to you when they become available.

The associated goals for this contract are 10% MBE and/or WBE, and 10% SBE with 3% VBE. By copy of this memorandum, the Diversity Administrator is requested to review the Revised Appendix D data. By copy of this memorandum, the Diversity Administrator is requested to review the Appendix D data. The MBE/WBE/SBE/VBE attainments are listed below:

 MBE
 SBE*
 VBE

 SWANSON FLO CO
 10%
 10%
 3%

Upon receipt of your analysis letter and the Diversity Administrator's report, the Department of Procurement and Materials Management will prepare the Board Letter.

Darlene A. LoCascio

DAL:SEB:cm Attachments cc/att. R. Berry cc: G. Vasquez

*Bidder offers MBE credits to satisfy SBE participation.

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:	Swanson Flo Co				
Contract No.:	20-654-11				
	n Contact & Phone No.: Don Eschenbacher (763)	383-4	700		•
E-Mail Address: _	don.eschenbacher@swansonflo.com			· · ·	· ·
Fotal Bid: 44	13,140.60				

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

Business Phone Number: 708-268-6443 (mobile) Email Address: gill@avetcommunication.com Address: 14332 Clifton Park Ave, Midlothian, IL 60445 Description of Work, Services or Supplies to be provided: Furnish and deliver parts to be used in the refurbishment, repair or replacement of Limitorque electric actuators. CONTRACTITEM NO.: Items 1-13,16 Total Dollar Amount Participation: 44,314.06 If the MBE participation will be counted towards the echievement of the SBE goal please indicate here: YES NO. THE MBE WBE SBE Unlication Plan and the MBE-WBE-SBE Sabteonnastor's Enter of Intern MUSI Accompany the Bull! MBE UTILIZATION. Name of MBE and contact person: Email Address: CONTRACT ITEM NO.: Total Dollar Amount Participation: Email Address: YES NO. The MBE participation will be counted towards the achievement of the SBE goal please indicate here: YES NO. The MBE participation will be counted towards the achievement of the SBE goal please indicate here: YES NO. The MBE and contact person: Email Address: No. The MBE will Existence to the SBE goal please indicate here: YES NO. The MBE will Existence to the SBE goal please indicate here: YES NO. The MBE will Existence to the SBE goal please indicate here: YES NO. The MBE will Existence to the SBE goal please indicate here: YES NO.	Name of MBE and contact person: A Vet Communication	ons, Inc		
Address: 14332 Clifton Park Ave, Midlothian, IL 60445 Description of Work, Services or Supplies to be provided: the refurbishment, repair or replacement of Limitorque electric actuators. CONTRACTITEM NO. Items 1-13, 16 Total Dollar Amount Participation: 44,314.06 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here: YES NO. Address: Description of Work, Services or Supplies to be provided: CONTRACT ITEM NO.: The MBE participation will be counted towards the achievement of the SBE goal please indicate here: YES NO. The MBE will 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 NBE Will address: Address: Description of Work, Services or Supplies to be provided: Email Address: Address: Description of Work, Services or Supplies to be provided: Email Address: Description of Work, Services or Supplies to be provided: Email Address: Description of Work, Services or Supplies to be provided: CONTRACT ITEM NO.: Description of Work, Services or Supplies to be provided: CONTRACT ITEM NO.: Description of Work, Services or Supplies to be provided: CONTRACT ITEM NO.:				
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Business Phone Number: Email Address:	Name of MBE and contact person:			
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(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:			
Business Phone Number:	Email Address:	•	
Address:		-	
Description of Work, Services or Supplies to be provided:		<u> </u>	
CONTRACT ITEM NO.:	•		
Total Dollar Amount Participation:			• .
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If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:	U YES	□ NO	
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WBE	UTILIZATION		
Name of WBE and contact person:			
Business Phone Number:	Email Address:		
Address:		-	
Description of Work, Services or Supplies to be provided:			·.
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	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:	. 1		
If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:	□ yes	□ NO	

(Attach additional sheets as needed)

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SBE UTILIZATION

Name of SBE and contact person: A Vet Communications, Inc.
Business Phone Number: 708-268-6443 (mobile) Email Address: gil@avetcommunication.com
14332 Clifton Park Ave. Midlothian. II. 60445
Description of Work, Services or Supplies to be provided: Furnish and deliver parts to be used in
the refurbishment, repair or replacement of Limitorque electric actuators.
CONTRACTITEM NO.: Items 1-13,16
Total Dollar Amount Participation: 44,314.06
The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid! 19
SBE UTILIZATION
Name of SBE and contact person:
Business Phone Number: Email Address:
Address:
Description of Work, Services or Supplies to be provided:
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SBE UTILIZATION
Name of SBE and contact person:
Business Phone Number: Email Address:
Address:
Description of Work, Services or Supplies to be provided:
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Total Dollar Amount Participation:
(Attach additional sheets as needed)

The MBE, WBE, SBL Outzaion Plan and the WBE, WBE, SBL Succontractor's Letter of Intell MOST Accompany the Bid? [

SIGNATURE SECTION

On Behalf of Swanson Flo,	Co.	I/We hereby acknowledge that
(na	ime of company)	
MDEs - W/DEs and SREs listed shove	in the performance of this contrinformation and belief, the fact	s of Revised Appendix D, and intend to use the act and/or have completed the Waiver Request s and representations contained in this Exhibit
I do solemnly declare and affir document are true and correct, affidavit.	rm under penalties of perj and that I am authorized,	ury that the contents of the foregoing on behalf of the bidder, to make this
May 11, 20 Zi	9	Lhomas Howe Signature of Authorized officer
ATTEST:		Thomas Howe
ATTEST.	· · · · · · · · · · · · · · · · · · ·	Print name and title
Secretary		(763) 383-4700
•		Phone number

- 1) The Bidder is required to sign and execute this page, EVEN IF A WAIVER IS BEING REOUESTED.
- 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."

VBE COMMITMENT FORM

1.	Name of VBE: A Vet Communications, Inc.
	Identify MBE, WBE, SBE Status: MBE / SBE Address: 14332 Clifton Park Ave
	City, State, Zip Code: Midlothian, IL 60445
	Contact Person: Gil Avilez Telephone Number: 708-268-6443 (mobile
ι	eMail Address: gil@avetcommunication.com
•	Dollar Amount of Participation: \$ 13,294.22 Percent of Participation: 3 % Furnish and deliver parts to be used in the refurbishment,
********	Scope of Work: repair or replacement of Limitorque electric actuators.
2.	Name of VBE:
	Identify MBE, WBE, SBE Status: Address:
	City, State Zip Code:
	Contact Person: Telephone Number:
	eMail Address:
	Dollar Amount of Participation: \$ Percent of Participation:%
	Scope of Work:
3.	Name of VBE:
•	Identify MBE, WBE, SBE Status: Address:
	City, State Zip Code:
	Contact Person: Telephone Number:
	eMail Address:
	Dollar Amount of Participation: \$ Percent of Participation:%
	Scope of Work:
4.	Name of VBE:
	Identify MBE, WBE, SBE Status: Address:
	City, State, Zip Code:
	Contact Person: Telephone Number:
	eMail Address:
	Dollar Amount of Participation: \$
	Scope of Work: