


**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** July 1, 2020

**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:

<u>MBE / WBE</u>	<u>SBE</u>	<u>VBE</u>
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:

	<u>MBE</u>	<u>SBE*</u>	<u>VBE</u>
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

Affirmative Action Contact & Phone No.: Don Eschenbacher (763) 383-4700

E-Mail Address: don.eschenbacher@swansonflo.com

Total Bid: 443,140.60

**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

Name of MBE and contact person: A Vet Communications, Inc.  
Business Phone Number: 708-268-6443 (mobile) Email Address: gil@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.  
CONTRACT ITEM 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

**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: \_\_\_\_\_

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 !!**

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: A Vet Communications, Inc.  
Business Phone Number: 708-268-6443 (mobile) Email Address: gil@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.  
CONTRACT ITEM 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!!**

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 Swanson Flo, Co.

(name of company)

I/We hereby acknowledge that


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.

May 11, 2020  
Date

Thomas Howe  
Signature of Authorized officer

ATTEST:

  
Secretary

Thomas Howe  
Print name and title

(763) 383-4700  
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 List of intent MUST accompany the Bid.

**VBE COMMITMENT FORM**

1. Name of VBE: A Vet Communications, Inc.  
MBE /  
Identify MBE, WBE, SBE Status: SBE Address: 14332 Clifton Park Ave  
City, State, Zip Code: Midlothian, IL 60445  
Contact Person: Gil Avilez Telephone Number: 708-268-6443 (mobile)  
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: \$ \_\_\_\_\_ Percent of Participation: \_\_\_\_\_ %  
Scope of Work: \_\_\_\_\_

Attach a copy of qualifications for each VBE firm