

INTEROFFICE MEMORANDUM

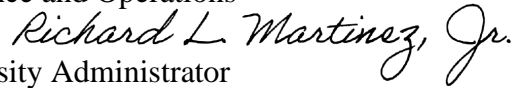
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: December 10, 2024

TO: John P. Murray, Director of Maintenance and Operations

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator



SUBJECT: **Contract 24-665-12 – Landscape Maintenance at Various Service Areas, Re-Bid (Group D)**

LOW BIDDER: **Lizzette Medina & Co.**

The lowest responsive bidder, Lizzette Medina & Co. has submitted company information and “MBE/WBE/VBE Business Verification Forms for the firm identified on the subject contract’s Affirmative Action Utilization Plan.

The MBE, WBE and VBE Utilization Goals for the above-mentioned contract are 20% MBE, 9% WBE and 3% VBE. According to the bidder’s Utilization Plan, the bidder has committed to the following goals:

| <u>MBE</u> | <u>WBE</u> | <u>VBE</u> |
|------------|------------|------------|
| 20% | 0%* | 0%* |

Therefore, Lizzette Medina & Co. is in apparent compliance with the requirements of Affirmative Action Ordinance Revised Appendix D and Appendix V.

*Bidder provided waiver for WBE and VBE participation and waiver was granted

RLM:DH
Attachment

c: Darlene A. LoCascio, S. Morakalis, N. Lopez, M. Valdez, E. Staudacher, L. Cornier, D. Hardney, File (2)

**METROPOLITAN WATER RECLAMATION DISTRICT OF
GREATER CHICAGO**

MBE/WBE UTILIZATION PLAN

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

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

All Bidders must sign the signature page UP-4 of the Utilization Plan, even if a waiver is requested.

Name of Bidder: LIZZETTE MEDINA + CO.

Contract No.: 24-665-12

Affirmative Action Contact & Phone No.: ABIGAIL MILIAN 773-696-2330

E-Mail Address: AMILIAN@LIZZETTEMEDINA.COM

Total Bid: \$ 209,779.00

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

Contract 24-665-12, Group D

MBE UTILIZATION

Name of MBE and contact person: LIZZETTE MEDINA & CO.
Business Phone Number: 773 696 2330 Email Address: AMILIAN@LIZZETTEMEDINA.COM
Address: 4331 W. 16th ST. CHICAGO, IL 60623
Description of Work, Services or Supplies to be provided: LANDSCAPE SERVICES

CONTRACT ITEM NO.: D1, D2, D3, D4
Total Dollar Amount Participation: \$ 41,955.80

The MBE/WBE Utilization Plan and the MBE/WBE 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: _____

The MBE/WBE Utilization Plan and the MBE/WBE 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: _____

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

(Attach additional sheets as needed)

N/A

Contract 24-665-12, Group D

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: _____

The MBE/WBE Utilization Plan and the MBE/WBE 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: _____

The MBE/WBE Utilization Plan and the MBE/WBE 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: _____

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

(Attach additional sheets as needed)

Contract 24-665-12, Group D

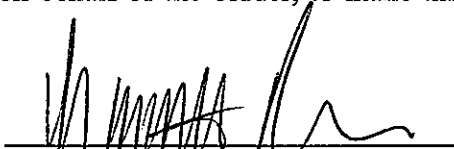
SIGNATURE SECTION

On Behalf of LIZZETTE MEDINA & CO. I/We hereby acknowledge that
(name of company)

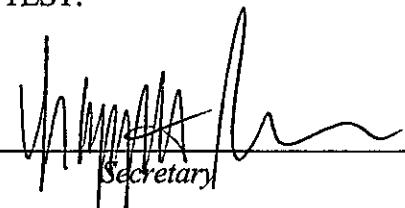
I/WE have read Revised Appendix D, will comply with the provisions of Revised Appendix D, and intend to use the MBEs and WBEs listed above in the performance of this contract and/or have completed the Waiver Request Form. To the best of my knowledge, information and belief, the facts and representations 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.

09-23-2024
Date


Signature of Authorized officer

ATTEST:


Secretary

LIZZETTE RAMOS - PRESIDENT
Print name and title

773-696-2330
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 Utilization Plan and the MBE /WBE Subcontractor's Letter of Intent MUST Accompany the Bid! !!

Contract 24-665-12, Group D
WAIVER REQUEST FORM

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

Contract No.: 24-665-12

Name of Bidder: LIZZETTE MEDINA & Co.

Contact Person and Phone Number: ABIGAIL MILIAN - 773 696-2330

With respect to the contract specified above, the Bidder hereby requests a total or partial waiver of the requirement that, pursuant to Section 15 (a)-(d) of the Affirmative Action Ordinance, Revised Appendix D, it files a MBE/WBE Utilization Plan or achieve a particular goal for MBE/WBE participation in the contract. The reasons for the request are as follows:

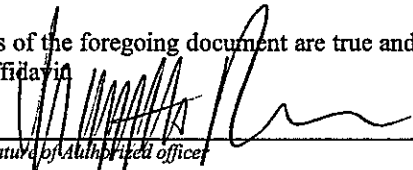
Bidder reached out to (10) TEN companies, all of which were M/W/VBE on September 16th, a second attempt was made on September 20th to extend the opportunity. A couple-few did reply with an interest but they did not follow up.

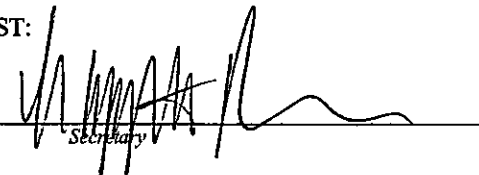
On Behalf of LIZZETTE MEDINA & Co. I/We hereby acknowledge that
(name of company)

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 and WBEs listed in the MBE/WBE 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 in

09-23-2024
Date


Signature of Authorized officer

ATTEST:

Secretary

LIZZETTE RAMOS - PRESIDENT
Print name and title

773-696-2330
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. D21-D22, Section 15. Utilization Plan Submission (e), (i) (1)-(8).

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