

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: April 11, 2024

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

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

RLM/PCS

SUBJECT: **Contract 24-665-11 – Landscape Maintenance at Various Service Areas (Group A)**

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 firms 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%	9%	3%

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

RLM:DH
Attachment

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

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration **DATE:** April 11, 2024
Diversity Section

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

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator RLM/PCS

SUBJECT: **Contract 24-665-11 – Landscape Maintenance at Various Service Areas (Group B)**

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 firms 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%	9%	3%

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

RLM:DH
Attachment

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

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration **DATE:** March 28, 2024
Diversity Section

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

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator *RLM/PCS*

SUBJECT: Contract 24-665-11 – Landscape Maintenance at Various Service Areas (Group C)

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 firms 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%	9%	3%

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

RLM:DH
Attachment

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

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: April 8, 2024

TO: Darlene A. LoCascio, Director of Procurement & Materials
Management

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

RUM/PCS

SUBJECT: **Contract 24-665-11 – Landscape Maintenance at Various
Service Areas (Group D)**

The Diversity Section reviewed the Utilization Plan submitted by Lizzette Medina & Co. for Group D of the subject contract. Our review determined that the Utilization Plan submitted does not meet the requirements set forth in the Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022.

The Bidder's Utilization Plan listed itself, Lizzette Medina & Co. for WBE participation and listed subcontractor, Melesio's Landscaping, Inc. for MBE participation for Group D. However, the Bidder failed to submit the required Letters of Intent for Group D for its own participation as a WBE and its MBE subcontractor's participation.

The Affirmative Action Ordinance Revised Appendix D states the following:

Section 15. *Utilization Plan Submission*

(d) Each Bidder must submit with its bid a signed MBE/WBE Subcontractor's Letter of Intent for each business proposed to meet the Contract Goals in the form specified in the bid solicitation, with a copy of each MBE or WBE current Letter of Certification from a state or local government or agency, or documentation demonstrating that the business is an MBE or WBE within the meaning of this Revised Appendix D.

Section 16. *Bid Submission in Compliance Review*

(a) The Director, in coordination with the Administrator, will declare a bid submission non-responsive if a Bidder:

- (i) Failed to submit with its bid a completed and signed Utilization Plan and signed MBE/WBE Subcontractor's Letter of Intent from each MBE and WBE listed on its Utilization Plan.

Therefore, the bid submission of Lizzette Medina & Co. should be viewed as non-responsive for failure to comply with the Affirmative Action Ordinance Revised Appendix D, as stated above.

Should you have any questions, please contact Denise Hardney, Diversity Officer at (312) 751-4030.

RLM:DH

Attachment(s)

c: J. Murray, S. Morakalis, N. Lopez, M. Valdez, E. Staudacher, J. Skawski, L. Cornier, Hardney, File