

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration **DATE:** March 6, 2020
Diversity Section

TO: John Murray, Director of Maintenance & Operations

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: **Contract 19-667-13 (Re-Bid) – Native Prairie Landscape Maintenance at Various Service Areas (Group B)**

LOW BIDDER: Lizzette Medina & Company, Inc.

The lowest responsive bidder, Lizzette Medina & Company, Inc. 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 20% 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</u>	<u>WBE</u>	<u>SBE</u>	<u>VBE</u>
10%	10%	*	**

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

*Bidder satisfies WBE and SBE goal attainment

** Bidder submitted Good Faith Efforts

RDB:DH

Attachment

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

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
DEPARTMENT: PROCUREMENT AND MATERIALS MANAGEMENT

DATE: February 4, 2020
TO: John P. Murray, Director of Maintenance and Operations
FROM: Darlene A. LoCascio, Director of Procurement and Materials Management
SUBJECT: CONTRACT 19-667-13, NATIVE PRAIRIE LANDSCAPE MAINTENANCE
AT VARIOUS SERVICE AREAS (RE-BID)

Attached for your review and recommendation are the bids received and opened on Tuesday, January 28, 2020, for the subject contract. The bids are as per the attached tabulation sheet.

The associated goals for this contract for all groups are: 10% MBE and/or WBE, 10% SBE and 3% VBE.

By copy of this memorandum, the Diversity Administrator is requested to review the Appendix D data. The MBE/WBE/SBE/VBE attainments for each group are listed below:

	<u>MBE</u>	<u>WBE</u>	<u>SBE</u>	<u>VBE</u>
<u>Group A</u>				
Cardinal State, LLC	100%*	Waiver	Waiver	Waiver
Semper Fi Landscaping, Inc.	100%	0%	100%	100%
<u>Group B</u>				
Lizzette Medina & Company	10%	10%**	10%**	No Participation
<u>Group C</u>				
Semper Fi Landscaping, Inc.	100%	0%	100%	100%

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

RECEIVED

FEB 04 2020

DAL:SEB:lga
Attachments
cc/att: R. Berry

Diversity Section

* Bidder offers self to satisfy MBE participation.

** Bidder offers self to satisfy WBE participation. Bidder offers WBE 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: Lizette Medina & CO

Contract No.: 19-667-13

Affirmative Action Contact & Phone No.: Jesús Unzueta 773-414-2510

E-Mail Address: JUnzueta @ LizetteMedina.com

Total Bid: \$469,410.00

**MBE, WBE, SBE UTILIZATION
WBE, SBE SUBCONTRACTOR'S
LETTER OF INTENT MUST
BE COMPLETED, SIGNED**

ⓑ
WBE
\$84,530.00

**LETTER OF INTENT MUST
BE SIGNED AND
RETURNED WITH
OUR 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 II, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

MBE UTILIZATION

Name of MBE and contact person: Melesio Landscaping - Jaime Melesio
Business Phone Number: 713-936-1288 Email Address: melesiojaime@yahoo.com
Address: 3928 Wisconsin Ave Stickney IL 60402
Description of Work, Services or Supplies to be provided: Landscape maintenance

CONTRACT ITEM NO.: B1, B2
Total Dollar Amount Participation: \$8,453.00

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: Lizzette medina + CO - Lizzette Medina
Business Phone Number: 773-696-2330 Email Address: LM@LizzetteMedina.com
Address: 4331 W 16th Street Chicago IL 60623
Description of Work, Services or Supplies to be provided: Landscape maintenance

CONTRACT ITEM NO.: B1, B2, B4, B5
Total Dollar Amount Participation: \$ 8,453.00

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: Lizzette medina + CO - Lizzette medina
Business Phone Number: 773-696-2330 Email Address: lm@Lizzette medina.com
Address: 4331 W 16th Street, Chicago IL 60623
Description of Work, Services or Supplies to be provided: Landscape maintenance

CONTRACT ITEM NO.: B1, B2, B4, B5
Total Dollar Amount Participation: \$ 8,453.00

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 Lizette 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, 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.

1/27/2020
Date

[Signature]
Signature of Authorized officer

ATTEST:

LIZETTE M. RAMOS PRESIDENT
Print name and title

[Signature]
Secretary

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

NO PARTICIPATION

VBE COMMITMENT FORM

1. 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: _____

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