

**InterOffice Memorandum**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Affirmative Action Section

**DATE:** April 3, 2008

**TO:** Mr. Osoth Jamjun, Chief of Maintenance and Operations

  
**FROM:** Amy E. Crowe, Program Administrator, Affirmative Action

**SUBJECT:** CONTRACT 08-822-11, Digester H.V.A.C. Improvements at the Calumet Water Reclamation Plant

Low Responsive Bidder: Independent Mechanical Industries, Inc.

The bidder, Independent Mechanical Industries, Inc. has submitted company information and "Protected Class Business Verification Forms" for the firms identified on the subject contract's Affirmative Action Utilization Plan.

The PCE Utilization goals for the above mentioned contract are 13% MBE, 6% WBE, and 10% SBE. According to the contract's PCE Utilization Plan, the low bidder has committed the following:

<u>MBE</u>	<u>WBE</u>	<u>SBE</u>
14%	6%	*

Therefore, the bidder, Independent Mechanical Industries, Inc., is in apparent compliance with the requirements of Appendix D.

\* MBE and WBE are SBE for this contract

AEC:TJS  
Attachment

cc: Ms. Darlene A. LoCascio, Purchasing Agent

EXHIBIT A

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO  
UTILIZATION PLAN**

For "Protected class enterprises" (PCEs) - Definitions given below can be found in Appendix D: MBE - Section 5(b); WBE - Section 5(c); SBE - Section 5(d).

**NOTE:** The Bidder shall include with the Bid, copies of LETTERS OF INTENT furnished to all PCEs listed. **BIDS FAILING TO INCLUDE COPIES OF LETTERS OF INTENT WILL BE REJECTED.** All Bidders must sign the signature page of the Utilization Plan.

Name of Bidder: Independent Mechanical Industries, Inc.  
Contract No.: 08-822-11  
Affirmative Action Coordinator & Phone No.: Joseph P. Reynolds / (773) 282-4800  
Total Bid: \$340,300<sup>00</sup>

**Section 5 Definitions**

As used in this Ordinance, the following terms shall have the following meanings:

- (b) "Minority-owned business enterprise" or "MBE" means a business entity which is at least 51% owned by one or more members of one or more minority groups, or, in the case of a publicly held corporation, at least 51% of the stock of which is owned by one or more members of one or more minority groups, and whose management and daily business operations are controlled by one or more such individuals. A minority-owned business enterprise must conform to the definition of a "Small Business Enterprise" as currently defined within Section 5, Definitions, (d).
- (c) "Women-owned business enterprise" or "WBE" means a business which is at least 51% owned by one or more women, or, in the case of a publicly held corporation, 51% of the stock of which is owned by one or more women, and whose management and daily business operations are controlled by one or more women. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws. A women-owned business enterprise must conform to the definition of a "Small Business Enterprise" as currently defined within Section 5, Definitions, (d).
- (d) "Small Business Enterprise" or "SBE" means any contractor who has received gross receipts of \$17 million or less per year averaged over the preceding three business years. Size determinations shall include the PCE concern and all its domestic and foreign affiliates. Definitions of affiliates are in Appendix D Section 5 (d) (i) & (ii).

0.00  
51,000.00 ÷  
340,300.00 =  
0.14 \*



0.00 \$ in the Utilization Plan explicitly if the dollar amounts for the MBE participation will also be counted toward the  
ipation. See Revised Appendix D, Section 6, Goals. e. (v)

**MBE UTILIZATION**

0.00 \$ person: Vargas Mechanical, Inc. / Carlos Vargas, President  
Business Phone: (773) 506-0336  
Address: 5875 N. Lincoln Avenue, Suite  
Description of Work, Services or supplies to be provided: Furnish and install H. V. A. C  
Coil.  
CONTRACT ITEM NO.: \$ 51,000.00  
Dollar Amount Participation: \_\_\_\_\_

If the MBE participation will be counted towards the  
achievement of the SBE goal please indicate here:

☒  
YES

☐  
NO

Letter of Intent MUST Accompany the Bid!!!

**MBE UTILIZATION**

Name of MBE and contact person: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Description of Work, Services or supplies to be provided: \_\_\_\_\_  
CONTRACT ITEM NO.: \_\_\_\_\_  
Dollar Amount Participation: \_\_\_\_\_

If the MBE participation will be counted towards the  
achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

Letter of Intent MUST Accompany the Bid!!!

**MBE UTILIZATION**

Name of MBE and contact person: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Description of Work, Services or supplies to be provided: \_\_\_\_\_  
CONTRACT ITEM NO.: \_\_\_\_\_  
Dollar Amount Participation: \_\_\_\_\_

If the MBE participation will be counted towards the  
achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

Letter of Intent MUST Accompany the Bid!!!

(Attached additional sheets as needed)



June, 2001

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 Revised Appendix D, Section 6, Goals. e. (v)

WBE UTILIZATION

Name of WBE and contact person: Layden Electric, Inc. / Lisa Leyden, President  
Business Phone Number: (630) 365-0200  
Address: 43W555 Hawkeye Drive, Elburn, IL. 60119  
Description of Work, Services or supplies to be provided: Provide Electrical work

CONTRACT ITEM NO.: \_\_\_\_\_

Dollar Amount Participation: \$ 22,200.00

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☒  
YES

☐  
NO

Letter of Intent MUST Accompany the Bid!!!

WBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Description of Work, Services or supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

Letter of Intent MUST Accompany the Bid!!!

WBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Description of Work, Services or supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

Letter of Intent MUST Accompany the Bid!!!

(Attached additional sheets as needed)

June, 2001

**SBE UTILIZATION**

Name of SBE and contact person: Same as MBE & WBE

Business Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Work, Services or supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Dollar Amount Participation: \_\_\_\_\_

Letter of Intent MUST Accompany the Bid!!!

**SBE UTILIZATION**

Name of SBE and contact person: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Work, Services or supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Dollar Amount Participation: \_\_\_\_\_

Letter of Intent MUST Accompany the Bid!!!

**SBE UTILIZATION**

Name of SBE and contact person: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Work, Services or supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Dollar Amount Participation: \_\_\_\_\_

Letter of Intent MUST Accompany the Bid!!!

(Attached additional sheets as needed)

June, 2001

I/WE Independent Mechanical Industries, Inc. hereby acknowledge that  
(name of company)

I/WE have read Appendix D, will comply with the provisions of Appendix D, and intend to use the MBEs, WBEs, and SBEs listed above in the performance of this contract. 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.


**The Bidder is required to sign and execute this page, even if a partial or full waiver is requested**


Joseph P. Reynolds  
name

(773) 282-4500  
phone number

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.

ATTEST:

  
Asst. secretary Ronald F. Marshall  
1/15/08  
date

Independent Mechanical Industries, Inc.  
name of company or corporation  
  
authorized officer  
Joseph P. Reynolds  
print name and title