# INTEROFFICE MEMORANDUM METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**DEPARTMENT:** 

General Administration

**DATE:** April 8, 2024

**Diversity Section** 

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

# 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: 122EHE MEDINA-CLO	
Contract No.: 24-665-11	
Affirmative Action Contact & Phone No.: LIZZETTE MEDINA - 77369623	30
E-Mail Address: LM@ LIZZETTE MEDINA. COM	
Total Bid: 4 195, 835.00	

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

MBE UTILIZATION
Name of MBE and contact person: MELESID'S LANDSCAPING INC JAIME MELESI
Business Phone Number: 173 936 1288 Email Address: MELESIOTAIME @ YAHOU. COM
Address: 3928 WISCOWSIN AVE. STICKNEY, IL 160407
Address: 3928 WISCOWSIN AVE. STICKNEY, IL 160407  Description of Work, Services or Supplies to be provided: LAWDSCAPING SERVICES
CONTRACT ITEM NO.: D
Total Dollar Amount Participation: # 39,167.00
Total Dollar Amount Participation: 7 3-1,161.00
The MBI WBI Unlivation Plan and the MBI WBI 8, scort actor of Inter of Inter of Inter MBI Accompany the Biol 33
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 MBL WBL Unlikation Plan and the MBL WBL Subcontractor's Letter of Intent Mil St. Accordance to Enact 11
MBE UTILIZATION
Name of MPE and contact person:
Name of MBE and contact person: Email Address: Email Address:
Address:
Description of Work, Services or Supplies to be provided:
Description of World State of Companies as an provided in
CONTRACT ITEM NO.
CONTRACT ITEM NO.: Total Dollar Amount Participation:
Total Donal Amount Participation.

(Attach additional sheets as needed)

WBE UTILIZATION
Name of WBE and contact person: LIZZETTE MEDINA & CO LIZZETTE MEDINA
Name of WBE and contact person: LIZZETTE MEDINA CO. LIZZETTEMEDINA COM  Business Phone Number: 173 6962330 Email Address: LM@ LIZZETTEMEDINA COM  Address: 4321 W. 16th ST CHILLAGO, IL 100023  Description of Work Services or Supplies to be provided: LANDSCIAPING SERVICES
Business Phone Number: 156 167550 Email Address: Life of 1500073
Address: 9351 W. 10 51 - CHILDED TO CER WILLES
Description of Work, Services or Supplies to be provided: LIAMDSCIAP I WG SERVICES
CONTRACTITEMNO: D1, D2, D3
CONTRACT ITEM NO.: D1 D2 D3  Total Dollar Amount Participation: # 17,635.15
Total Donar Amount Participation.
The MISE WBI Tradization Plan and the MISE WBI School and a Section InterPMEST According to Did 11
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:
Total Dollar Amount Participation:
The MBT WBT I filtration Plan and the MBT WBT Subcontractor's Letter of Interface MB Subsections and B of Man
WAR ITH WATION
WBE UTILIZATION
and the second s
Name of WBE and contact person: Email Address:
Address:
Description of Work, Services or Supplies to be provided:
CONTRACT ITEM NO.:
Total Dollar Amount Participation:
10th Dollar Allouit Latterpatoit

(Attach additional sheets as needed)

### SIGNATURE SECTION

On Behalf of L122ETE MEDINA GL (name of company)	I/We hereby acknowledge that
I/WE have read Revised Appendix D, will comply with the provision MBEs and WBEs listed above in the performance of this contract at To the best of my knowledge, information and belief, the facts and and no material facts have been omitted.	nd/or have completed the Waiver Request Form.
I do solemnly declare and affirm under penalties of pedocument are true and correct, and that I am authorize affidavit.	d, on behalf of the bidder, to make this
2-23-24 Date	Signature of Authorized officer
ATTEST:	LIZZETTE RAMOS - PRESIDENT Print name and title
Must Com	
, selfering (	773 696 233 O  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 REOUEST FORM."

# Contract 24-665-11, Group D WAIVER REQUEST FORM

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

Contract No.:	
Name of Bidder:	
Contact Person and Phone Number:	
With respect to the contract specified ab total or partial waiver of the requirement (d) of the Affirmative Action Ordinance, I WBE Utilization Plan or achieve a particu the contract. The reasons for the request	t that, pursuant to Section 15 (a)- Revised Appendix D, it files a MBE/ lar goal for MBE/WBE participation in
On Behalf of	I/We hereby acknowledge that
(name of company)  I/WE have read Affirmative Action Ordinance, Revised Appeadition Ordinance, Revised Appendix D, and intend to use the Plan in the performance of this contract and have completed knowledge, information and belief, the facts and representation and no material facts have been omitted.	e MBEs and WBEs listed in the MBE/WBE Utilization eted the Waiver Request Form. To the best of my
I do solemnly declare and affirm under penalties of perjury the correct, and that I am authorized, on behalf of the contractor,	nat the contents of the foregoing document are true and to make this affidavit.
Date	Signature of Authorized officer
ATTEST:	Print name and title
Secretary	
	Phone mimher

#### 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).

## **VBE COMMITMENT FORM**

1.	Name of VBE: ALVAREZ, NC.	
	Identify MBE, WBE Status: Address: ISN 497 OLD SUTTOW RD.	
	City, State, Zip Code: BAKRINGTON, IL 60010	
	Contact Person: CIWDY ALVAREZ Telephone Number: 847-551-1109	5
	eMail Address: CINDY @ AWAREZCORP, COM	
	*Dollar Amount of Participation: \$ 5,875.05 Percent of Participation: 2	%
	Scope of Work: LANDSCAPE SERVICES	
-	Name of VBE:	
2.	Identify MBE, WBE Status: Address:	
	City, State Zip Code:	
	Contact Person: Telephone Number:	
	eMail Address:	,
	*Dollar Amount of Participation: \$Percent of Participation:	0
	Scope of Work:	
3.	Name of VBE:	
	Identify MBE, WBE Status: Address:	
	City, State Zip Code:	
	Contact Person: Telephone Number:	
	eMail Address:	
	*Dollar Amount of Participation: S Percent of Participation:	%
	Scope of Work:	10
4.	Name of VBE:	
	Identify MBE, WBE Status: Address:	
	City, State, Zip Code:	
	Contact Person: Telephone Number:	
	eMail Address:	82
	*Dollar Amount of Participation: \$ Percent of Participation:	%
	Score of Work	

Attach a copy of qualifications for each VBE business.

<sup>\*</sup> If a MBE or WBE will be utilized to accomplish the VBE Contract Goal, then the VBE commitment amount must be entered as a separate dollar amount. VBE Contract Goals are separate and distinct from the MBE and WBE Contract Goals.