

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: March 1, 2024

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

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

SUBJECT: **Contract 24-665-11 – Landscape Maintenance at Various
Service Areas (Groups A, B and D)**

RLM/NET

The Diversity Section reviewed the Utilization Plan submitted by Semper Fi Landscaping, Inc. for 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 subcontractor, Lizzette Medina & Co. for WBE participation, and listed itself, Semper Fi Landscaping, Inc. for MBE and VBE participation but failed to submit the required Letters of Intent for its own participation as an MBE for each of the Groups bid.

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 a 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 submissions of Semper Fi Landscaping, Inc. 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