

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** October 29, 2024

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

*Richard L. Martinez, Jr.*

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

**SUBJECT:** **Contract 24-601-21- Group A, Mechanical Process Improvements at Various Locations**

**LOW BIDDER:** **Independent Mechanical Industries, Inc.**

The lowest responsive bidder, Independent Mechanical Industries, Inc. has submitted company information and “MBE/WBE/VBE Business Verification Forms” for the firms identified on the subject contract’s Affirmative Action Utilization Plan and VBE Commitment Form.

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 and VBE Commitment Form, the bidder has committed to the following goals:

<u>MBE</u>	<u>WBE</u>	<u>VBE</u>
20.58%	10.01%	3.34%

Therefore, Independent Mechanical Industries, Inc. is in apparent compliance with the requirements of Affirmative Action Ordinance Revised Appendix D and Appendix V.

RLM:DAF

Attachment

cc: LoCascio, Morakalis, Cornier, Lopez, Valdez, Kunath, file

**METROPOLITAN WATER RECLAMATION DISTRICT OF  
GREATER CHICAGO**

**MBE/WBE UTILIZATION PLAN**

**Group A**

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: Independent Mechanical Industries, Inc.

Contract No.: 24-601-21

Affirmative Action Contact & Phone No.: David Reynolds; (773) 243-0575

E-Mail Address: dreyolds@independentmech.com

Total Bid: 8991,250.00

**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: C.G. Construction Supply; Lauren Green  
Business Phone Number: (708) 825-9770 Email Address: lauren@cgcconstructionssupply.com  
Address: 1593 Valencia Ct., Calumet City, IL 60409  
Description of Work, Services or Supplies to be provided: Mechanical Equipment Supply

CONTRACT ITEM NO.: Detailed Specs  
Total Dollar Amount Participation: \$ 1,640,000.00

**The MBE/WBE Utilization Plan and the MBE/WBE Subcontractor's Letter of Intent MUST Accompany the Bid!!!**

MBE UTILIZATION

Name of MBE and contact person: Integrated Demolition Services- Jeff Griffard  
Business Phone Number: (708) 606-8942 Email Address: jeff@integrateddemo.com  
Address: 1312 Prospect Ave. Willow Springs, IL 60480  
Description of Work, Services or Supplies to be provided: Demo

CONTRACT ITEM NO.: Detailed Specs  
Total Dollar Amount Participation: \$ 210,000.00

**The MBE/WBE Utilization Plan and the MBE/WBE 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: \_\_\_\_\_

**The MBE/WBE Utilization Plan and the MBE/WBE Subcontractor's Letter of Intent MUST Accompany the Bid!!!**

(Attach additional sheets as needed)

**WBE UTILIZATION**

Name of WBE and contact person: Helm Electrical Services, Inc. ; Jay Eminger  
Business Phone Number: (708) 579-1000 Email Address: jjr@helmele.com  
Address: 5303 9<sup>th</sup> Avenue, Countryside, IL 60525  
Description of Work, Services or Supplies to be provided: Electrical Scope

CONTRACT ITEM NO.: Detailed Spec  
Total Dollar Amount Participation: \$700,000.00

**The MBE/WBE Utilization Plan and the MBE/WBE 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: \_\_\_\_\_

**The MBE/WBE Utilization Plan and the MBE/WBE 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: \_\_\_\_\_

**The MBE/WBE Utilization Plan and the MBE/WBE Subcontractor's Letter of Intent MUST Accompany the Bid!!!**

(Attach additional sheets as needed)

## SIGNATURE SECTION

On Behalf of Independent Mechanical Industries, Inc. 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 and WBEs 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.

October 1, 2024  
Date

  
Signature of Authorized officer

ATTEST:

David W. Reynolds-President  
Print name and title

  
Secretary

(773) 282-4500  
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 Utilization Plan and the MBE/ WBE Subcontractor's Letter of Intent MUST Accompany the Bid!!!

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# 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 above, the Bidder hereby requests a total or partial waiver of the requirement that, pursuant to Section 15 (a)-(d) of the Affirmative Action Ordinance, Revised Appendix D, it files a MBE/WBE Utilization Plan or achieve a particular goal for MBE/WBE participation in the contract. The reasons for the request are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On Behalf of \_\_\_\_\_ I/We hereby acknowledge that  
(name of company)

I/WE have read Affirmative Action Ordinance, Revised Appendix D, will comply with the provisions of Affirmative Action Ordinance, Revised Appendix D, and intend to use the MBEs and WBEs listed in the MBE/WBE Utilization Plan in the performance of this contract and have completed the Waiver Request Form. To the best of my knowledge, information and belief, the facts and representations contained in this Waiver Request Form 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 contractor, to make this affidavit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized officer

ATTEST:

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Phone number

## **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).

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

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## MBE/ WBE SUBCONTRACTOR'S LETTER OF INTENT

To: (Name of Bidder) \_\_\_\_\_ and the MWRDGC

RE: Contract Name: (Insert Name) \_\_\_\_\_

Contract Number: (Insert Number) \_\_\_\_\_

From: (Name of MBE/WBE Firm) \_\_\_\_\_ MBE: Yes \_\_\_ No \_\_\_  
WBE: Yes \_\_\_ No \_\_\_

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification. A certification letter must be attached hereto.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

\_\_\_\_\_  
If more space is needed to fully describe the MBE/WBE firms' proposed scope of work and/or payment schedule, attach additional sheets.

The above described performance is offered for the following total price:

\$ \_\_\_\_\_  
(Written in Figures) (Written in Words)

In the event of a discrepancy between the "Written in Words" price and the "Written in Figures" price, the "Written in Words" price shall govern."

The undersigned will enter into a formal written agreement for the above work with the Prime Contractor, conditioned upon the execution of a contract by the Prime contractor with the MWRDGC.

\_\_\_\_\_  
(Signature of Owner, President or Authorized Agent of MBE/WBE)

\_\_\_\_\_  
Name/Title (Print)

Date \_\_\_\_\_ Phone \_\_\_\_\_

**THIS SIGNED DOCUMENT MUST BE SUBMITTED WITH THE BID. FAILURE TO DO SO WILL RESULT IN A NONRESPONSIVE BID AND REJECTION OF THE BID.**

All bidders shall submit with the Bid, copies of MBE/WBE Subcontractor's Letter of Intent in paper form with signatures, which were furnished to each MBE and WBE listed in its MBE/WBE Utilization Plan and must be submitted to the District with its bid as part of its bid packet with either a copy of each MBE and WBE current Letter of Certification from a state or local government or agency or documentation demonstrating that the MBE and WBE is a MBE or WBE within the meaning of this Revised Appendix D. Failure to submit the MBE/WBE Subcontractor's Letter of Intent signed by each MBE and WBE subcontractor will be viewed as nonresponsive and the bid will be rejected. All MBE/WBE Subcontractor's Letter of Intent must conform to the MBE/WBE Utilization Plan submitted with the bid. An original or facsimile copy of MBE/WBE Subcontractor's Letter of Intent will be acceptable.

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

VBE COMMITMENT FORM

1. Name of VBE: Enger-Vavra, Inc.  
Identify MBE, WBE Status: VBE Address: 3406 Marten St.  
City, State, Zip Code: Franklin Park, IL 60164  
Contact Person: Sam Vavra Telephone Number: (847)678-4200  
eMail Address: engervavra@sbcglobal.net  
\*Dollar Amount of Participation: \$ 150,000.00 Percent of Participation: 1.5 %  
Scope of Work: General Construction

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2. Name of VBE: Sullwood, Inc.  
Identify MBE, WBE Status: VBE Address: 1246 N Homan Ave  
City, State Zip Code: Chicago, IL 60651  
Contact Person: Fredrick Sullwood Telephone Number: (312)810-8757  
eMail Address: fjw@sullwood.com  
\*Dollar Amount of Participation: \$ 150,000.00 Percent of Participation: 1.5 %  
Scope of Work: Furnish Mechanical Equipment

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3. Name of VBE: \_\_\_\_\_  
Identify MBE, WBE Status: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
eMail Address: \_\_\_\_\_  
\*Dollar Amount of Participation: \$ \_\_\_\_\_ Percent of Participation: \_\_\_\_\_ %  
Scope of Work: \_\_\_\_\_

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4. Name of VBE: \_\_\_\_\_  
Identify MBE, WBE Status: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
eMail Address: \_\_\_\_\_  
\*Dollar Amount of Participation: \$ \_\_\_\_\_ Percent of Participation: \_\_\_\_\_ %  
Scope of Work: \_\_\_\_\_

\* 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.

Attach a copy of qualifications for each VBE business.