

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration **DATE:** January 27, 2026
Diversity Section

TO: Pinakin Desai, Acting Director of Maintenance & Operations

FROM: Richard L. Martinez, Jr., Diversity Administrator *RLM/PCS*

SUBJECT: Contract 26-674-11, Furnish and Deliver Repair Parts and Services for Trucks and Trailers at Various Locations

LOW BIDDER: **URT E&R Towing, Inc.**

The lowest responsive bidder, URT E&R Towing, 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.

The MBE and WBE Utilization Goals for the above-mentioned contract are 5% MBE and/or WBE. According to the bidder’s Utilization Plan, the bidder has committed to the following goals:

MBE
5%

WBE
5%

Therefore, URT E&R Towing, Inc. is in apparent compliance with the requirements of Affirmative Action Ordinance Revised Appendix D.

RLM:RP

Attachment

c: D. LoCascio, S. Morakalis, M. Cavaretta, J. Skawski, M. Matias, P. Sobanski, L. Cornier, P. Kunath, N. Lopez, M. Valdez, H. Wunderlich, 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: URT E&R Towing, Inc.

Contract No.: 26-674-11

Affirmative Action Contact & Phone No.: Becky Clancy 708-390-2200

E-Mail Address: rclancy@vmsolutions.com

Total Bid: \$459,700.00

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: J.T. Barrier, LLC. Katelyn Tiller
Business Phone Number: 773-824-6829 Email Address: KTiller@jtbarrier.com
Address: 12305 S. New Ave, Unit E, Lemont, IL 60439
Description of Work, Services or Supplies to be provided: Petroleum and petroleum products

CONTRACT ITEM NO.: 1,2,3,4
Total Dollar Amount Participation: \$22,985.00

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! ! !

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: G. Cooper Oil Company, Inc. Kelly Cooper-Suppes
Business Phone Number: 815-469-6951 Email Address: kelly@cooperoil.net
Address: 10295 Vans Drive, Frankfort, IL 60423
Description of Work, Services or Supplies to be provided: Petroleum and petroleum products

CONTRACT ITEM NO.: 1,2,3,4
Total Dollar Amount Participation: \$22,985.00

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)

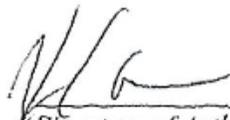
SIGNATURE SECTION

On Behalf of URT E&R Towing, Inc. I/We hereby acknowledge that
(name of company)

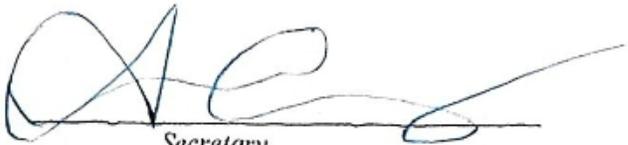
I/WE have read Revised Appendix D, will comply with the provisions of Revised Appendix D, and intend to use the MBEs and WBEs listed above in the performance of this contract and/or have completed the Waiver Request Form. To the best of my knowledge, information and belief, the facts and representations 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.

11-27-2020
Date


Signature of Authorized officer

ATTEST:


Secretary

Kevin Corcoran, President/CEO

Print name and title

708-333-7300

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!!

WAIVER REQUEST FORM

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

Contract No.: Not Applicable

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! ! !