

## INTEROFFICE MEMORANDUM

### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** September 11, 2025

**TO:** Shellie A. Riedle, Administrative Services Officer

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

**SUBJECT:** **Contract 25-404-21 Furnish, Deliver, and Install One Chiller at the Main Office Building**

**BIDDER:** **Autumn Construction Services, Inc.**

The lowest responsive Bidder, Autumn Construction Services, Inc., has submitted company information and MBE/WBE/VBE Business Verification Forms for the firms identified on the subject's contract Affirmative Action Utilization Plan and VBE Commitment Form.

The MBE, WBE and VBE Utilization Goals for the above-mentioned contract are 3% MBE and/or WBE and 3% VBE. According to the Bidder's Utilization Plan and VBE Commitment Form, the Bidder has committed to the following goals:

**MBE**  
0%

**WBE**  
77.57%

**VBE**  
3.65%

Therefore, Autumn Construction Services, Inc., is in apparent compliance with the requirements of the Affirmative Action Ordinance Revised Appendix D and Appendix V.

RLM/sms  
Attachment

c: D. LoCascio, S. Morakalis, K. Lopez, B. Awadallah, L. Cornier, P. Kunath, N. Lopez,  
M. Valdez, S. Schaefer, 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: Autumn Construction Services, Inc

Contract No.: 25-404-21

Affirmative Action Contact & Phone No.: Susan Nelson, (630)-588-9585

E-Mail Address: susan.nelson@autumnconstruction.com

Total Bid: \$602,000.00

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

**WBE UTILIZATION**

Name of WBE and contact person: Autumn Construction Services, Inc, Susan Nelson  
 Business Phone Number: 630-588-9585 Email Address: susan.nelson@autumnconstruction.com  
 Address: 87 Eisenhower In South, Lombard, IL 60148  
 Description of Work, Services or Supplies to be provided: Furnish and Install Mechanical Equipment and Piping Work.

CONTRACT ITEM NO.: 25-404-21

Total Dollar Amount Participation: \$466,960.00

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 Autumn Construction Services, 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.

8/26/2025

*Date*

Susan Nelson

*Signature of Authorized officer*

ATTEST:

Susan Nelson, President

*Print name and title*

Laura Schindler

*Secretary*

630-588-9585

*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!!!

**VBE COMMITMENT FORM**

1. **Name of VBE:** Enger-Vavra, Inc.  
**Identify MBE, WBE Status:** VBE **Address:** 3406 Martens Street  
**City, State, Zip Code:** Franklin Park, IL, 60131  
**Contact Person:** Samuel Vavra **Telephone Number:** 847-678-4200  
**eMail Address:** engvavra@sbcglobal.net  
**\*Dollar Amount of Participation:** \$ 21,990.00 **Percent of Participation:** 4 %  
**Scope of Work:** Fence and Door Removal & Restoration


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2. **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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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:** \_\_\_\_\_
 

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\* 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.