

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** July 6, 2026

**TO:** Edward J. Staudacher, Director of Maintenance & Operations

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

**SUBJECT:** **Contract 26-653-11, "Underground Infrastructure Cleaning  
at Various Locations." - Revised**

*Richard L. Martinez, Jr. / RLM*

**LOW BIDDER:** Pipe View, LLC DBA Pipe View America

The lowest responsive bidder, Pipe View, LLC DBA Pipe View America (Pipe View LLC), 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 Tailored at 9% 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:

| <u>MBE</u> | <u>WBE</u> | <u>VBE</u> |
|------------|------------|------------|
| 3.8%       | 5.7%       | 0%*        |

Therefore, Pipe View LLC is in apparent compliance with the requirements of the Affirmative Action Ordinance Revised Appendix D and the Appendix V.

\*Good Faith Efforts were approved.

RLM:omp

Attachments

cc: LoCascio, Morakalis, Cornier, Gray, Lopez, Valdez, Kunath, Skawski, Matias, Sobanski,  
Wunderlich, Levy

**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: Pipe View, LLC DBA Pipe View America

Contract No.: 26-653-11

Affirmative Action Contact & Phone No.: Dee Sizemore, 815-206-9444

E-Mail Address: tonyb@pipeviewamerica.com

Total Bid: \$2,251,511.95

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

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**MBE UTILIZATION**

Name of MBE and contact person: Royal Crane Service, Inc, John Mooncotch, JR

Business Phone Number: 708-974-0832 Email Address: JohnM@royalcrane.us

Address: 3950 W. 155th St, Markham, IL 60428

Description of Work, Services or Supplies to be provided: Crane Service to Place and Remove Skid Steer

CONTRACT ITEM NO.: 9

Total Dollar Amount Participation: \$12,075.00

**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: J&J Underground Inspections & Solutions, INC, Jose Diaz

Business Phone Number: 773-655-2996 Email Address: joseadiazjjuis@gmail.com

Address: 9218 175th St, Tinley Park, IL 60487

Description of Work, Services or Supplies to be provided: Cleaning Services with Combo Unit, Additional Labor

CONTRACT ITEM NO.: 3, 12

Total Dollar Amount Participation: \$75,000.00

**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: Galaxy Underground, Inc, Nick Ruggieri  
Business Phone Number: 847-455-8522 Email Address: nick@galaxyunderground.com  
Address: 1075 Morse Ave, Schaumburg, IL 60193  
Description of Work, Services or Supplies to be provided: Cleaning Services with Jetter and Combo Unit and Additional Laborers

CONTRACT ITEM NO.: 2, 3, 12  
Total Dollar Amount Participation: \$130,000.00

**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 Pipe View, LLC DBA Pipe View America 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.

05/18/2026  
Date

  
Signature of Authorized officer

ATTEST:

Tony Barger, Director of Estimating  
Print name and title

  
Secretary

970-404-5182  
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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**N/A - NO WAIVER REQUESTED**  
**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:

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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! ! !

## APPENDIX V

### VETERAN-OWNED BUSINESS ENTERPRISE CONTRACTING POLICY REQUIREMENTS

#### *Section 1. Purpose*

The purpose of the Veteran-Owned Business Enterprise Contracting Policy (“Policy”) is to increase contracting opportunities with the Metropolitan Water Reclamation District of Greater Chicago (“District”) for veteran-owned and operated small business enterprises.

#### *Section 2. Definitions*

- (a) “Contract Goals” means the numerical percentage goals for MBE, WBE, and VBE participation to be applied to an eligible District contract subject to Affirmative Action Ordinance Revised Appendix D of the Metropolitan Water Reclamation District of Greater Chicago and this Appendix V for the participation of MBEs, WBEs, and VBEs based upon the scope of work of the contract and the availability of MBEs, WBEs, and VBEs to meet the goal, and the District’s progress towards meeting its annual MBE and WBE goals.
- (b) “Eligible Veteran” means an individual who has been a member of the armed forces of the United States and served for a total of at least six (6) months, or for the duration of hostilities regardless of the length of engagement, and
  - (i) was discharged on the basis of hardship; or
  - (ii) was released from active duty because of a service-connected disability; or
  - (iii) was discharged under honorable conditions.

Former members of the military with the following type of discharges are excluded from the Policy:

- (i) dishonorably discharge; or
  - (ii) bad conduct discharge; or
  - (iii) general discharge under other-than-honorable conditions.
- (c) “Good Faith Efforts” means honest, fair, and commercially reasonable actions undertaken by a prime contractor or consultant to meet the VBE Contract Goal, which by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the Contract Goals.
- (d) “Local Business” means a business located within the District’s geographic market area as established by the 2021 Disparity Study, namely the counties of Cook , DuPage, Kane, Lake, McHenry, or Will, in the State of Illinois.
- (e) “Minority-owned Business Enterprise” or “MBE” means a local small business entity, including a sole proprietorship, partnership, corporation, limited liability company, joint venture, or any other business or professional entity, which is at least fifty-one (51) percent owned by one or more socially and economically disadvantaged individuals who are members of one or more minority groups, or, in the case of a publicly held corporation, at least fifty-one (51) percent of the stock of which is owned by one or more members of one or more minority groups, and whose management, policies, major decisions, and daily business operations are controlled by one or more minority individuals.

- (f) “Small Business Enterprise” or “SBE” means a small business as defined by the United States Small Business Administration (SBA), pursuant to the business size standard found in 13 CFR Part 121, that is relevant to the scope of work the business seeks to perform on District contracts. A business is not an eligible SBE in any calendar fiscal year in which its gross receipts, averaged over the business’ previous five (5) fiscal years, exceed the size standards of 13 CFR Part 121.
- (g) “Veteran-owned Business Enterprise” or “VBE” means a local small business entity, including a sole proprietorship, partnership, corporation, limited liability company, joint venture or any other business or professional entity, which is at least fifty-one (51) percent owned by one or more eligible veterans, or in the case of a publicly held corporation, at least fifty-one (51) percent of the stock which is owned by one or more eligible veterans, and whose control and management of the business including long-term goals for the company as well as day-to-day operations are controlled by one or more eligible veterans.
- (h) “Women-owned Business Enterprise” or “WBE” means a local small business entity which is at least fifty-one (51) percent owned by one or more socially and economically disadvantaged individuals who are women, or in the case of a publicly held corporation, fifty-one (51) percent of the stock of which is owned by one or more women, and whose management and daily business operations are controlled by one or more women. Determination of whether a business is at least fifty-one (51) percent owned by a woman or women will be made without regard to community property laws.

### *Section 3. Certification Eligibility*

- (a) Only a business owned, managed, and controlled by an Eligible Veteran may be certified as a VBE.
  - (i) Ownership by one or more Eligible Veterans must be direct and unconditional; and
  - (ii) Subsidiaries owned or controlled by one or more Eligible Veterans is not acceptable.
- (b) For the purposes of this policy, there is no distinction between service-disabled and non-service disabled veteran-owned businesses.

### *Section 4. Contract Goals*

- (a) The standard Contract Goal for VBEs is three (3) percent, unless otherwise specified in the language of the contract, specifically the Invitation to Bid. This goal is applicable to contracts awarded by the District where the total approved expenditure is in excess of one hundred thousand dollars (\$100,000.00).
- (b) VBE Contract Goals are separate and distinct from the MBE and WBE Contract Goals. An Eligible Veteran who is also a MBE or WBE may be utilized to fulfill the MBE, WBE, and VBE Contract Goals, as applicable. However, the three (3) percent VBE Contract Goal must be fulfilled in addition to the MBE and WBE Contract Goals set forth.
- (c) If a MBE or WBE is utilized to accomplish the VBE Contract Goal, the VBE commitment amount must be entered as a separate dollar amount on all contract documents.

- (d) VBE Contract Goals will only be applied to a contract when there are at least two (2) qualified VBE contractors or professional services consultants registered on the District's vendor list that are capable of performing the anticipated subcontracting functions of the contract.

#### *Section 5. Good Faith Efforts*

A prime contractor must undertake Good Faith Efforts to ensure that qualified VBE businesses are utilized in the performance of the contract and provide maximum opportunities for VBE participation, notwithstanding the fact that the contractor may have the capability to complete the contract without the use of subcontractors.

#### *Section 6. VBE Commitment Form Submission*

When completing a Utilization Plan for a contract bid document, a prime contractor must complete the VBE Commitment Form by doing the following:

- (a) Provide the name, contact information, and qualifications for prospective VBE businesses. Delineate the various anticipated categories and disciplines of services to be provided by VBE businesses and provide the dollar amount to be allocated to each business; and
- (b) Summarize commitment to comply with the VBE Contract Goal for the project. Compliance documents must be submitted as detailed in the bid solicitation. The Administrator will review compliance documents for each bid submission to determine whether it meets the requirements herein; and
- (c) Where a prime contractor or consultant is a business owned and controlled by a VBE or where the prime contractor or consultant utilizes a VBE in a joint venture or as a subcontractor, a prime contractor or consultant may count toward the achievement of its VBE Contract Goals the utilization of any VBE that also satisfies the definition of a SBE.

#### *Section 7. Effective Date*

This Policy is effective as of December 31, 2022 and applies only to qualifying contracts advertised after the effective date.

Adopted pursuant to an Order of the Board dated November 15, 2018

Revised May 1, 2023

**VBE COMMITMENT FORM**

1. Name of VBE: No Commitment
- 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: \_\_\_\_\_
- 
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: \_\_\_\_\_
- 
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: \_\_\_\_\_
- 
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.