



**M/W/EBE Development Committee
Wednesday, July 21, 2021
Virtual 5:00 PM**

AGENDA

As a result of an executive order issued by Governor J.B. Pritzker suspending in person attendance requirements for public meetings, Committee members and City staff will be participating in this meeting remotely. Due to public health concerns, residents will not be able to provide public comment in person at the meeting. Those wishing to make public comments at the MWEBE Committee Meeting may provide public comment as a video participant by going to <https://meet.google.com/nbo-evtu-cbb> or by telephone by dialing: +1 347-410-7355 PIN: 439 726 149#

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1. CALL TO ORDER/DECLARATION OF A QUORUM

2. APPROVAL OF MINUTES

- A. Approval of the May 18, 2021 Meeting Minutes 3 - 5
[mwebe-minutes-20210519](#)

3. GUEST INTRODUCTIONS

- A. NU Business Incubator Presenters
- B. Introduction of the New Committee Co-chairs

4. OLD BUSINESS

- A. NU Minority Incubator Update

- B. Local Spend Analysis 6 - 10
[FY 2019 Under \\$25K Spending Report](#)

5. STAFF REPORTS

- A. M/W/EBE and LEP Tracking Report 11 - 14
[2021 MWEBE LEP Goal Compliant Waiver Report](#)

6. NEW BUSINESS

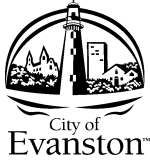
- A. IL Lead Service Line Replacement & Notification Act

7. OTHER BUSINESS

8. ADJOURNMENT

Order & Agenda Items are subject to change. Information about the Minority, Women & Evanston Business Enterprise Development Committee (M/W/EBE) is available at: www.cityofevanston.org/mwebecommittee. Questions can be directed to Tammi Nunez at 847-866-2935.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (Voice) or 847-448-8064 (TYY)



**MINORITY, WOMEN & EVANSTON BUSINESS ENTERPRISE (M/W/EBE)
DEVELOPMENT COMMITTEE**

Wednesday, May 19, 2021
5:00 P.M.
Meeting Minutes

MEMBERS PRESENT: Councilmember Peter Braithwaite, Kemone Hendrick Michael McLean, Nasutsa Mabwa, Jesus Vega, Jared Davis, Angela W. Pennisi, Bonaventure Fandohan, and Councilmember Bobby Burns

MEMBERS ABSENT: None

STAFF PRESENT: Admin. Services Director/CIO Luke Stowe, Purchasing Manager Tammi Nunez, Business Workforce Development Manager Sharon Johnson, and Management Analyst Tasheik Kerr, CFO / Treasurer Hitesh Desai

PRESIDING MEMBER: Councilmember Peter Braithwaite

1. Declaration of a Quorum

Councilmember Braithwaite called the meeting to order at 5:06 pm. Councilmember Braithwaite motioned to suspend the rules to permit members to convene via a virtual meeting. Seconded by Michael McLean and approved 8-0 (roll call taken).

2. Approval of Minutes

Councilmember Braithwaite motioned to approve the Minutes as presented from March 17, 2021, seconded by Nasutsa Mabwa. Motion passed unanimously 7-0 (roll call taken).

3. Guest Introduction:

Newly elected Councilmember Bobby Burns, of the 5th Ward, announced he was looking forward to collaborating with everyone on the Committee.

Jared Davis, 2nd Ward resident and Relationship Banker with Wintrust, announced he is looking forward to strengthening relationships in Evanston.

Bonaventure Fandohan, Area Focus Manager at Economic and Community Development at Rotary International, shared that he works to support small and

large enterprises around the world including entrepreneurs and women businesses. Bonaventure also noted that he is looking to share his experience and to learn from the Committee.

Angela Pennisi, 4th Ward resident and small business owner, announced she is looking forward to utilizing her experience locally.

Current members, Nasutsa, Michael, Kemone and Jesus introduced themselves and welcomed the new members.

Clarence Weaver, President of the Black Business Consortium, shared he is attending the meeting on behalf of Evanston's Local Market Place.

4. Old Business

A. Vlink Update Presentation

Clarence Weaver noted he had met with a number of entities regarding challenges faced by minority and women owned businesses. Clarence shared that the goal of the Vlink platform is to enable companies to conduct business locally. Vlink is a local market platform similar to Amazon but driven toward institutional businesses and vendors. Feedback regarding the platform was sought from the City of Evanston, Northwestern University, Amita Health, Northshore Hospital, Districts 65 and 202, and the YMCA. Clarence also shared that the platform provides an avenue for local business to tie into larger institutions. The V-link tool has been vetted for its capabilities and work is taking place to tie into Northwestern's procurement system. The V-link tool also has features that allow institutions to monitor and measure their vendors.

Michael inquired whether local businesses could utilize the platform. Mr. Weaver responded that the platform provides access to local businesses. Those businesses would need to submit their vendor lists.

B. Local Spend Analysis

Hitesh provided an overview on the under 25k Local Spend Report. Hitesh also reviewed the overall purchases made by the City for 2018 and 2019.

Councilmember Braithwaite shared the 2016 Spend Report analysis with the Committee. Councilmember Braithwaite noted the previous Committee looked at ways to expand local spend in Evanston. Michael recommended extracting construction costs. Councilmember Braithwaite referred to staff the 2016 Spend Report that examines the purchases of the City.

Angela inquired about the City's payment terms for vendors.

Michael recommended deregulating the bureaucracy around doing businesses with the City particular for small and minority businesses.

Bonaventure inquired about the procurement/supply-side of doing business in Evanston. Bonaventure proposed informing the businesses what the needs of the City are at the beginning of the year.

Councilmember Braithwaite requested staff provide a list of the top twenty businesses that conduct business with the City.

Nasutsa noted the Chamber is looking to support and attract minority businesses. Nasutsa noted the challenges faced by service providers in contrast to businesses that provide goods for sale.

Kemone inquired about other programs apart from the LEP program.

5. STAFF REPORTS

A. M/W/EBE and LEP Tracking Report

Sharon provided an overview of the MWEBE goal compliant report.

B. 2021 LEP Analysis

Sharon provided an overview of the April 2021 LEP Analysis.

6. New Business

A. Review Committee Mission Statement and Goals

This topic was postponed to the July meeting.

7. OTHER BUSINESS

A. Minority Business Incubator Update from Northwestern University

This topic was postponed to the July meeting.

8. Public Comment

Tina Paden inquired about help for landlords and small black businesses.

9. Adjournment

Councilmember Braithwaite motioned the meeting be adjourned, seconded by Nasutsa 7-0 (roll call taken). The meeting ended at 6:50 p.m.



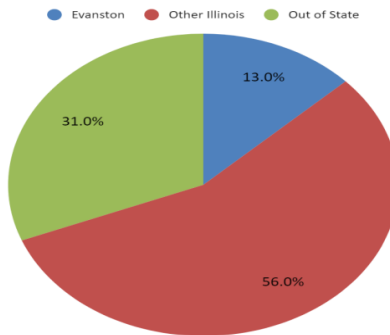
Memorandum

To: Members of the M/W/EBE Committee
 From: Hitesh D. Desai, CFO / Treasurer
 Tasheik Kerr, Management Analyst
 Tammi Nunez, Purchasing Manager
 Subject: Under \$25K Spending Report
 Date: July 16, 2021

This report summarizes the City of Evanston’s purchases made under twenty-five thousand per vendor for the reporting period of January 1, 2019, through December 31, 2019. Purchases made under twenty-five thousand totals **\$4,522,672.10**. This total includes check payments and credit card purchases between the months of January 1, 2019, through December 31, 2019. Locally, \$594,635.13 dollars was spent here in Evanston that included goods, professional services, and community service programs.

FY 2019 Purchases by Location < 25k/Vendor			
Evanston	13%	Evanston	\$594,635.13
Other Illinois	56%	Other Illinois	\$2,525,802.85
Out of State	31%	Out of State	\$1,402,234.12
Total			\$4,522,672.10

FY 2019 Purchases by Location <25k/Vendor

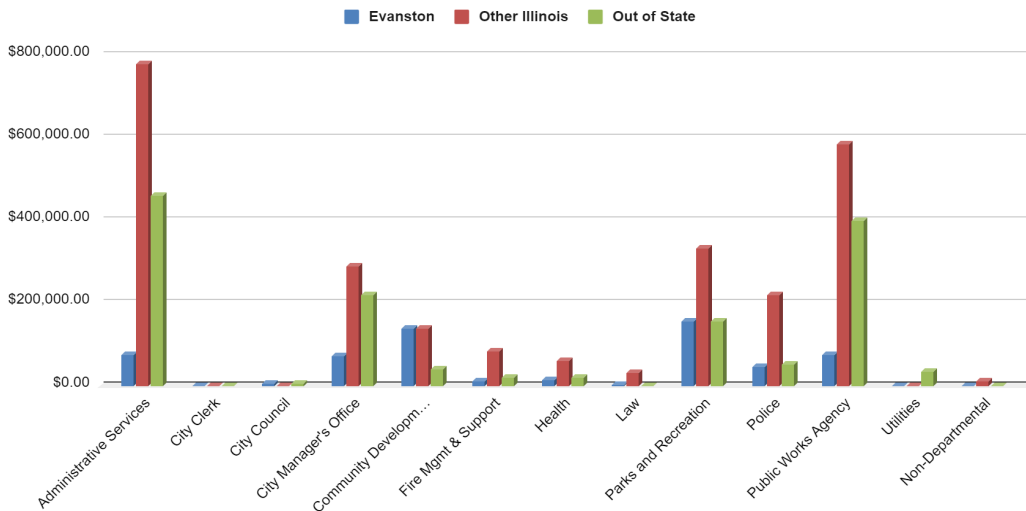


FY 2019 Top 13 Payments by Commodity Type	
\$390,636.76	Mater. To Maint. Autos
\$334,403.31	IT Computer Software
\$301,378.33	Other Program Costs
\$162,120.98	Training & Travel
\$155,105.15	Bldg Maintenance Services
\$142,737.96	Service Agreements/ Contracts
\$141,372.87	Instructor Services
\$134,855.16	Office Supply & Office Other Eqt Mtn Matl
\$117,345.22	Bldg Maintenance Material
\$108,522.11	Engineering Services
\$99,903.11	Recreation Supplies
\$91,718.86	Minor Equipment & Tools
\$80,107.24	Mater. To Maint. Imp.

FY 2019 Top 20 Vendor Payments	
The Addie Wyatt Center For Nonviolence	\$24,980.00
Polydyne, Inc.	\$24,300.00
Ciorba Group, Inc.	\$24,098.06
Value Remodeling Inc	\$23,890.00
Seniors Choice	\$23,610.95
Meals At Home Dba Meals On Wheels Northeastern Il	\$23,450.00
Napleton Fleet Group	\$23,290.00
The Chevrolet Exchange	\$23,239.90
West Publishing Dba Thomson Reuters	\$22,941.88
Oracle America, Inc.	\$22,894.41
Pfm Financial Advisors Llc	\$22,500.00
Icims	\$22,350.00
Johnson Controls Security Solutions	\$22,577.48
Northwestern University	\$22,179.78
Metropolitan Mayors Caucus	\$22,021.87
Skokie Park District	\$21,886.75
United States Fire Protection	\$21,008.03
Monroe Truck Equipment	\$20,998.83
Gfs Store	\$20,972.94
Alacriti Payments Llc	\$20,755.26

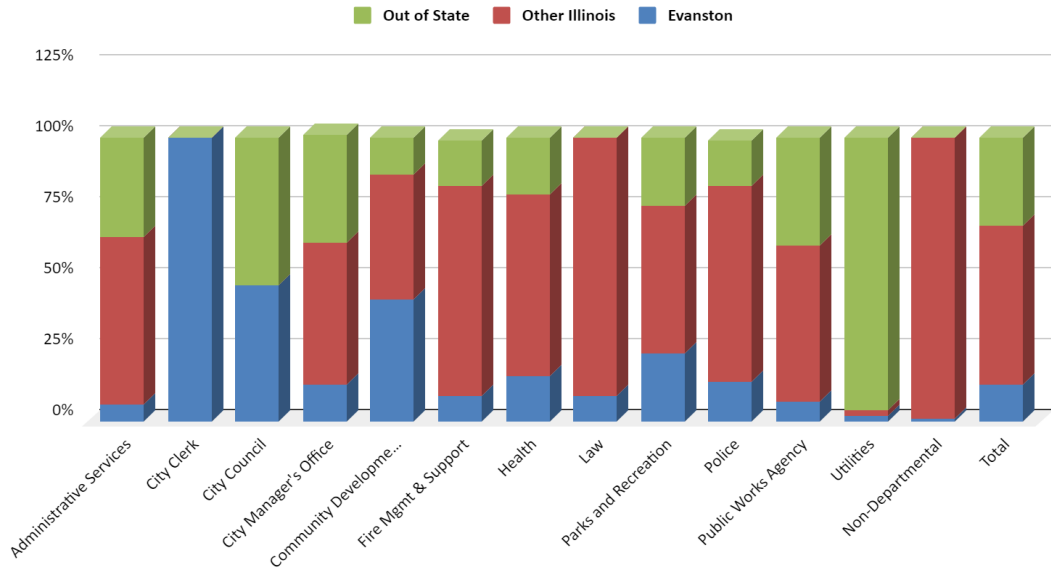
City Spend by Department/Location < 25k/Vendor				
	Evanston	Other Illinois	Out of State	Total
Administrative Services	\$74,885.74	\$776,740.26	\$460,311.63	\$1,311,937.63
City Clerk	\$524.24	\$0.00	\$0.00	\$524.24
City Council	\$4,831.78	\$0.00	\$5,209.90	\$10,041.68
City Manager's Office	\$72,779.52	\$289,397.88	\$218,527.33	\$580,704.73
Community Development	\$137,313.02	\$139,398.61	\$39,905.64	\$316,617.27
Fire Mgmt & Support	\$10,573.59	\$83,166.16	\$18,359.59	\$112,099.34
Health	\$15,142.74	\$60,025.64	\$18,606.28	\$93,774.66
Law	\$3,000.00	\$30,401.24	\$133.26	\$33,534.50
Parks and Recreation	\$155,759.05	\$333,165.87	\$154,519.09	\$643,444.01
Police	\$44,767.00	\$219,483.02	\$51,588.48	\$315,838.50
Public Works Agency	\$73,659.00	\$582,526.21	\$399,850.64	\$1,056,035.85
Utilities	\$689.97	\$647.56	\$35,222.28	\$36,559.81
Non-Departmental	\$109.48	\$11,450.40	\$0.00	\$11,559.88
Total	\$594,035.13	\$2,526,402.85	\$1,402,234.12	\$4,522,672.10

City Spend by Department/Location <25k/Vendor



FY 2019 Percentage of Purchases by Department <25k/Vendor			
	Evanston	Other Illinois	Out of State
Administrative Services	6%	59%	35%
City Clerk	100%	0%	0%
City Council	48%	0%	52%
City Manager's Office	13%	50%	38%
Community Development	43%	44%	13%
Fire Mgmt & Support	9%	74%	16%
Health	16%	64%	20%
Law	9%	91%	0%
Parks and Recreation	24%	52%	24%
Police	14%	69%	16%
Public Works Agency	7%	55%	38%
Utilities	2%	2%	96%
Non-Departmental	1%	99%	0%
Total	13%	56%	31%

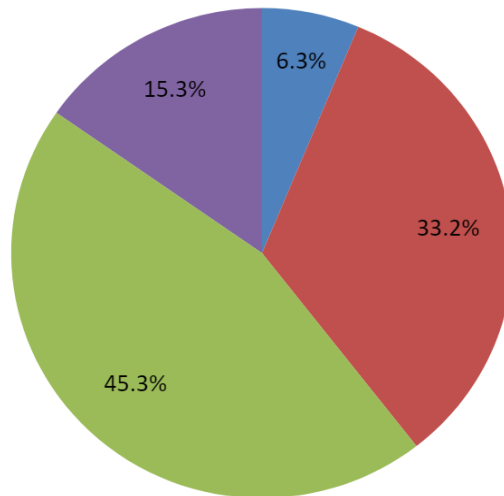
FY 2019 Percentage of Purchases by Department <25k/Vendor



FY 2019 Classification of Purchases <25K/Vendor	
Capital Outlay	\$283,525.83
Supplies	\$1,500,271.18
Services	\$2,047,346.22
Other	\$691,528.87
Total	\$4,522,672.10

FY 2019 Classification of Purchases < 25K/Vendor

● Capital Outlay ● Supplies ● Services ● Other



2021 MWEBE Goal Compliant											
Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWA	1/11/2021	Bid 20-50	Levy Senior Center - Linden & Locust Rm Rennov	\$248,614.37		Troop Contracting, Inc					
					4%	Salamanca & Meza LLC	X				\$10,000.00
					4%	Marketing Contracting Services	X				\$30,690.00
					12%	Devontry LLC			X		\$30,910.00
	January Total			\$248,614.37							\$71,600.00
	Total to Date			\$248,614.37	29.0%		2	0	1		\$71,600.00
ADM	4/26/2021	RFP 20-51	General Liability & Workers Compensation	\$102,500.00		Cannon Cochran Management Services, Inc.					
					10%	Risk Management Solutions	X				\$10,250.00
PWA	4/12/2021	Bid 21-07	Robert Crown Playground	\$404,044.00		Hacienda Landscaping (LEP Eligible)					
					100%		X				\$404,044.00
PWA	4/12/2021	RFP 20-01	Robert Crown HVAC	\$70,100.00		Anchor Mechanical Facilities Services					
					25%	Aberdeen Group, Inc	X				\$17,525.00
PWA	4/12/2021	Bid 21-10	2021 CIPP Sewer Rehab Contract A	\$173,684.00		Benchmark Construction					
					25%	Smith Maintenance	X				\$43,500.00
PWA	4/12/2021	Bid 21-06	McCulloch Park Renovations	\$890,636.00		Hacienda Landscaping (LEP Eligible)					
					100%		X				\$890,636.00

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWA	4/12/2021	RFP 20-55	Water Utility Continuity - Operation Plan	\$119,906.00		AECOM Technical Services Inc.					
					25%	Clarity Partners LLC	X				\$29,980.00
PWA	4/24/2021	Bid 21-12	MFT Street Resurfacing Project	\$1,083,777.00		J. A. Johnson (Not subject to LEP)					
					7%	Galaxy Underground Inc.		X			\$71,816.00
					.9%	Hawk Enterprise, Inc.		X			\$9,360.00
April Total				\$2,844,647.00							\$1,477,111.00
Total to Date				\$3,093,261.37	50.0%		8	2	1		\$1,548,711.00
PWA	5/24/2021	RFP 21-09	ADA Transition Plan	\$154,850.00		Altura Solutions, LLC					
					10.5%	Avid Consulting, Inc	X				\$16,256.00
					6.2%	McGuire Igleski Assoc			X		\$9,580.00
					9.6%	All Together, LLC		X			\$14,835.00
PWA	5/24/2021	Bid 21-13	50/50 Sidewalk Plan	\$309,860.00		Summit Construction (LEP Eligible depending on resident participation)					
					100%	Summit Construction	X				\$309,860.00
PWA	5/24/2021	Bid 21-22	2021 CIPP Sewer Rehab Contract B	\$332,221.00		Granite Inliner (LEP Eligible)					
					10%	Construction Management		X			\$33,037.00
PWA	5/24/2021	Bid 21-08	2021 Water Main Improvements and Str Resurfacing Proj	\$4,056,188.00		Bolder Contractors (Not subject to LEP due to IL Rebuild Funds)					
					4%	Ozinga Concrete			X		\$160,000.00
					13%	RA Seaton Contractor		X			\$525,000.00
					8%	Sonican Trucking	X				\$350,000.00
PWA	5/24/2021	Bid 21-14	Main Street Water Main Improvements Project	\$1,589,744.00		Pan Oceanic Engineering Co (LEP Eligible)					

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
					65%	Pan Oceanic Engineering Co	X				\$1,046,140.00
	May Total			\$6,442,863.00							\$2,464,708.00
	Total to Date			\$9,536,124.37	42%		12	5	2		\$4,013,419.00
PWA	6/28/2021	No Bid #	Living Quarters Renovations at Fire Station #4	\$104,975.00		Central Rug and Carpet					
					8.5%	Central Rug and Carpet			X		\$8,900.00
PWA	6/28/2021	RFP 21-02	SCADA System Upgrade	\$314,760.00		Concentric Integration (Not subject to LEP)					
						Electro-Kinetics, Inc		X			\$123,600.00
	June Total			\$419,735.00							\$132,500.00
	Total to Date			\$9,955,859.37	41.6%		12	6	2		\$4,145,919.00

2021 MWEBE Goal Waived						
Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
PWA	2/22/2021	Bid 20-54	\$821,669.00	54 Inch Intake Heater Cable	Lake Erie Diving, Inc. (Painesville, OH)	Precludes Subcontracting Opportunities
PWA	4/12/2021	Bid 21-11	\$97,240.00	2021 Citywide Tree Removal Program	Landscape Concepts Mgmt (Grayslake, IL)	Precludes Subcontracting Opportunities
PWA	6/28/2021	RFP 21-02	\$100,000.00	SCADA System Upgrade On-Demand Support Services	Concentric Integration (Crystal Lake, IL)	Precludes Subcontracting Opportunities

2021 M/W/EBE Goal Compliance & Waiver Report

Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
PWA	7/12/2021	Bid 21-25	\$700,000.00	2021 CIPP Sewer Rehab Contract C	Insituform Technologies (Chesterfield, OH)	Precludes Subcontracting Opportunities
		Year to Date	\$1,718,909.00			

LEP Penalty Fund as of 06.30.2021*

No report attached – no change in dollar amount for the balance

LEP
Acct.

Notes:

- Total of three invoices since Jan 2021 for Evanston Rebuilding Warehouse (ERW) in Jan, Feb and April
- ERW's invoices were **\$19,656.00**
- There was one LEP penalty collected for Central Rug and Carpet in the amount of **\$4,026.00**
- **Previous LEP Balance reported by Accounting was \$73,352.00 / Current Balance is \$57,722.59.**

*Currently working with the Accounting Dept on an issue that hit LEP fund from the Econ Dev Business Grant account. Technically this balance stands from the May 19th meeting.