



DEPARTMENT OF PROCUREMENT SERVICES
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION

Complete this cover form and the Non-Competitive Procurement Application Worksheet in detail. Refer to the page entitled "Instructions for Non-Competitive Procurement Application" for completing this application in accordance with its policy regarding NCRB. Complete "other" subject area if additional information is needed. Subject areas must be fully completed and responses merely referencing attachments will not be accepted and will be immediately rejected.

Table with 5 columns: Department, Originator Name, Telephone, Date, Signature of Application Author. Includes entries for Water Management and Felicia Rawlings.

List Name of NCRB Attendees/Department. Includes Andrew Anderson - DWM, Rafael Carmona - DWM, Felicia Rawlings - DWM, Margarita Alvarez - DWM.

Request NCRB review be conducted for the product(s) and/or service(s) described herein. Company: Mineola Specialty Services

Contact information table with columns: Contact Person (Waymon Ragsdale), Phone (903-539-5906), Email (mineolaspsv@aol.com).

Project Description: Parts & Service Contract for Wet Barrel Hydrant Handler Machines

This is a request for: [X] New Contract, [ ] Amendment / Modification, [X] Blanket Agreement Term: 60 (# of mo), [ ] Standard Agreement. Includes fields for Type of Modification, Contract Number, Specification Number, and Modification Number.

Approval section with two columns: Department Request Approval (signed Felicia Rawlings, dated 1/6/17) and Recommended Approval (signed Rick Butter, dated 5-16-17).

(FOR NCRB USE ONLY) Recommend Approval/Date: Return to Department/Date: Rejected/Date:

Handwritten note: See recommendations approved 5/16/17

Approval checkboxes (Approved, Rejected) and signature of Chief Procurement Officer dated 5/16/17.



**DEPARTMENT OF PROCUREMENT SERVICES  
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION  
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT WORKSHEET**

All applicable information on this worksheet must be addressed using each question found on the "Instructions for Non-Competitive Procurement Application" in this application.

**Justification for Non-Competitive Procurement Worksheet**

**PROCUREMENT HISTORY**

1. Describe the requirement and how it evolved from initial planning to its present status.

The requirement is for a five (5) year term agreement contract for the parts and services for the wet barrel hydrant handler machines.

In 1990 the Bureau of operations and Distributions worked in conjunction with the Engineers of the Bureau of Engineering to purchase and implement a hydraulic disassembly wrench, known as wet/dry Barrel Hydrant Handler Machines for the removal of frozen seats in a Chicago Fire hydrant. This wrench replaced a manually operated wrench which in many cases could not remove the damaged hydrant seats. It also improved work safety by eliminating the use of the hydrant truck to put additional force on the manual wrench to remove difficult seats.

2. Is this a first time requirement or a continuation of previous procurement from the same source?

No, this is not the first time; this is a continuation of previous procurement from the same source.

Mineola is the exclusive sole manufacturer of the Wet/Dry Barrel Handler Machines and only company that can provide parts and services. They have also been supplying the City of Chicago Wet Barrel Hydrant Machines for over nineteen (19) years.

If so, explain the procurement history:

11/22/2010 – PO 22183 Spec 85302 – Value \$500,000.00

2/6/2008 (One Shot Contract) Spec 49037 – Value \$345,850.00

11/1/1998 – PO T25630 Spec B85452504 – Value \$494,500.00

3. Explain attempts made to competitively bid the requirement (attach copy of sources contacted.)

Mineola Specialty Services is the exclusive sole manufacturer of the Wet/Dry Barrel Handler Machines Patent No. 4,748,997, no other company or person is authorized to manufacture, market, or Service the Wet Barrel Hydrant Repair machine.

4. Describe in detail all research done to find other sources; list other cities, companies in the industry, professional organizations contacted. List periodicals and other publications used as references.

Since Mineola is the exclusive sole manufacturer of the Wet/Dry Barrel Handler Machine and owns the blue prints, rights, and technical specification of the Wet/Dry Barrel Handler Machine, there are no more sources available at this time.



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5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?

Since Mineola is the exclusive sole manufacturer of the Wet/Dry Barrel Handler Machine and owns the blue prints, rights, and technical specification of the Wet/Dry Barrel Handler Machine, DWM feels that future request will continue.

6. Explain whether or not future competitive bidding is possible. If not, explain in detail.

Mineola Specialty Services is the exclusive sole manufacturer of the Wet/Dry Barrel Handler Machines Patent No. 4,748,997, no other company or person is authorized to manufacture, market, or Service the Wet Barrel Hydrant Repair machine.

ESTIMATED COST

1. What is the estimated cost for this requirement or for each contract, if multiple awards are contemplated? What is the funding source?

The estimated cost is \$600,000.00

What is the funding source?

The funding is 016-0200-0882025-0260-W321-220360

2. What is the estimated cost by fiscal year?

Funding allocation by year is approximately \$120,000.00/year

3. Explain the basis for estimating the cost and what assumptions were made and/or data used (i.e., budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimates, etc.)

The cost estimates is based on the previous usage contract price and the cost proposal of the price list for the Wet/Dry Barrel Handler Machine and experiences with services and parts for the maintenance of Wet/Dry Barrel Handler Machines.

4. Explain whether the proposed Contractor or the City has a substantial dollar investment in original design, tooling or other factors which would be duplicated at City expense if another source was considered.

Mineola Specialty Services is the exclusive sole manufacturer of the Wet/Dry Barrel Handler Machines Patent No. 4,748,997, and no other company or person is authorized to manufacture market or service the Wet Barrel Hydrant repair Machine. This parts and service contract will allow DWM to safely maintain and repair hydraulic disassembly wrenches previously purchased through a Non-competitive Review Board contract with Mineola Specialty Services. Additionally, the wrench apparatus is used for removing a replacing the main water supply valve of a high pressure hydrant and assist DWM by eliminating the need to shut off water to customers and also eliminates any contamination to the water supply.



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Describe cost saving or other measurable benefits to the City which may be achieved.

The bureau of Operations & Distributions purchased six (6) hydraulic wrenches and they were received in January 1991 and are continually in use. Also, four (4) new units were ordered in 1993. Three old units were sent back to the manufacturer for rehab at no expenses to the Bureau of Operations & Distributions.

5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

DWM feels that the estimated cost is reasonable, since this contract is a DUR contract and also based on the prices not being increased on the existing PO 22183 since 2010.

**SCHEDULE REQUIREMENTS**

1. Explain how the schedule was developed and at what point the specific dates were known.

The existing contract with Mineola Specialty Services was awarded 11/22/10 and expires 5/22/17. Therefore, DWM would like the new contract to be awarded 5/23/17 or shortly thereafter.

2. Is lack of drawings and/or specifications a constraining factor to competitive bidding?

No

If so, why is the proposed Contractor the only person or firm able to perform under these circumstances

N/A

Why are the drawings and specifications lacking?

N/A

What is the lead time required to get drawings and specifications suitable for competition?

N/A

If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule.

Mineola Specialty Services is the exclusive sole manufacturer of the Wet/Dry Barrel Handler Machines Patent No. 4,748,997, and no other company or person is authorized to manufacture market or service the Wet Barrel Hydrant repair Machine.

3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.



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The existing contract with Mineola Specialty Services expires on 5/22/17 and DWM needs to have a contract awarded immediately following the expiration of the existing contract.

4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

Competitive bidding is not an option at this time since Mineola Specialty Services holds and owns the patent, Patent No. 4,748,997.

**EXCLUSIVE OR UNIQUE CAPABILITY**

1. If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications, and/or other factors make this person or firm exclusively or uniquely qualified for the project. Attach a copy of the cost proposal, scope of services, and Temporary Consulting Services Form.

N/A – DWM not contemplating hiring a person or firm as a professional Service Consultant. Mineola Specialty Service is the exclusive sole manufacturer for the Wet Barrel Hydrant repair Machine.

2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?

No

3. What prior experiences of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?

Mineola Specialty Services is the exclusive sole manufacturer of the Wet/Dry Barrel Handler Machine

4. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?

Mineola Specialty Services is the exclusive sole manufacturer of the Wet/Dry Barrel Handler Machines. Inventory of parts, assemblies, machinery, and quality control of the products are controlled by Mineola, in their own facility in Texas. In addition, Mineola provides the pick up and delivery of the parts and Wet/Dry Handler Machines.

5. What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the city?

Mineola Specialty Services is the exclusive sole manufacturer of the Wet/Barrel Handler Machines and the only company that can provide parts and services for the Wet/Barrel Handler Machines.



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6. If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features, and/or functions the items have which no other brands or models possess. If so, provide detailed explanation?

The wrench apparatus is used for removing and replacing the main water supply valve of a high pressure hydrant and assist DWM by eliminating the need to shut off water to customers and also eliminates any contamination to the water supply.

Is compatibility with existing equipment critical from an operational standpoint:

No

If so, provide detailed explanation

N/A

7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data (attach documentation verifying such)?

Yes

8. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources?

No

If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach a letter from manufacturer on company letterhead.

Yes, (Letter attached)

OTHER



# DEPARTMENT OF PROCUREMENT SERVICES NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION INSTRUCTIONS FOR NON-COMPETITIVE PROCUREMENT APPLICATION

## INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT APPLICATION

If a City Department has determined that the purchase of supplies, equipment, work and/or services cannot be done on a competitive basis, a justification must be prepared on this "Justification for Non-Competitive Procurement Application" in which procurement is requested on a or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. Using this instruction sheet, all applicable information must be addressed on the worksheet. The information provided must be complete and in sufficient detail to allow for a decision to be made by the Non-Competitive Procurement Review Board. For Amendments, Modifications, describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change.

Attach a DPS Checklist and any other required documentation; the Board will not consider justification with incomplete information documentation or omissions.

### PROCUREMENT HISTORY

1. Describe the requirement and how it evolved from initial planning to its present status.
2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.
3. Explain attempts made to competitively bid the requirement (attach copy of sources contacted).
4. Describe in detail all research done to find other sources; list other cities, companies in the industry, professional organizations contacted. List periodicals and other publications used as references.
5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?
6. Explain whether or not future competitive bidding is possible. If not, explain in detail.

### ESTIMATED COST

1. What is the estimated cost for this requirement or for each contract, if multiple awards are contemplated? What is the funding source?
2. What is the estimated cost by fiscal year?
3. Explain the basis for estimating the cost and what assumptions were made and/or data used (i.e., budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc.)
4. Explain whether the proposed Contractor or the City has a substantial dollar investment in original design, tooling or other factors which would be duplicated at City expense if another source was considered. Describe cost savings or other measurable benefits to the City which may be achieved.
5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

### SCHEDULE REQUIREMENTS

1. Explain how the schedule was developed and at what point the specific dates were known.
2. Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead time required to get drawings and specifications suitable for competition? If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule.
3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.
4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

### EXCLUSIVE OR UNIQUE CAPABILITY

1. If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications, and/or other factors make this person or firm exclusively or uniquely qualified for the project. Attach a copy of the cost proposal, scope of services, and **Temporary Consulting Services Form**.
2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?
3. What prior experiences of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?
4. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?
5. What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?
6. If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models possess. Is compatibility with existing equipment critical from an operational standpoint? If so, provide detailed explanation?
7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data (attach documentation verifying such)?
8. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources? If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer on company letterhead.

### MBE/WBE COMPLIANCE PLAN

- \* All submissions must contain detailed information about how the proposed firm will comply with the requirements of the City's Minority and Women Owned Business program. All submissions must include a completed C-1 and D-1 form, which is available on the Procurement Services page on the City's intranet site. The City Department must submit a Compliance Plan, including details about direct and indirect compliance.

### OTHER

1. Explain other related considerations and attach all applicable supporting documents, i.e., an approved "ITGB Form" or "Request For Individual Hire Form".

### REVIEW AND APPROVAL

This application must be signed by both Originator of the request and signed by the Department Head. After review and final disposition from the Board, this application will be signed by the Board Chairman. After review and final disposition from the Board, this form will be presented to the Chief Procurement Officer recommending approval.

## **DETAILED SPECIFICATIONS SCOPE**

The Contractor must furnish, deliver and/or provided Parts and Services for the Wet Barrel Hydrant Handler Machine or any other point within the City, which include but not limited to all necessary parts, accessories, assemblies, and/or components either in conjunction with services or separately as required by this specification. City F.O.B., City of Chicago, Department of Water Management, in accordance with all the terms and conditions of this specification for Parts and Services for the Wet Barrel Hydrant Handler Machine.

## **CONTRACTOR'S QUALIFICATIONS**

The Contractor's must be an authorized dealer/manufacture and maintain conformity with the following requirements for the duration of the contract period.

1. Contractor must be an established Parts and Services for the Wet Barrel Hydrant
2. Handler Machine manufacturer or authorized dealer/distributor. The Contractors pricing will incorporate costs to provide Parts and Services for the Wet Barrel Hydrant Handler Machine required by the specification.
3. Provide a full repair and service facility for Parts and Services for the Wet Barrel Hydrant Handler Machine and Related Accessories.
4. Stock adequate inventories of parts for Parts and Services for the Wet Barrel Hydrant Handler Machine and Related Accessories; and
5. Employ sufficient personnel thoroughly trained and experienced in Parts and Services for the Wet Barrel Hydrant Handler Machine Repair Services as required by this specification. Qualifications of all personnel will be submitted upon request.

## **AUTHORIZED REPAIR, SUPPLY AND SERVICE CENTER**

The Contractor must be the manufacturer or an authorized repair service center and be capable of providing genuine parts, assemblies and/or accessories. The Contractor must be capable of furnishing original product warranty and manufacturer's related services such as product information, re-call notices, etc. For the duration of this contract and any extensions, the Contractor must:

1. Provide certified technicians capable of servicing City owned equipment specifically listed within these Proposal Pages. An adequate staff of competent personnel that are fully equipped, licensed as appropriate, available as needed, qualified and assigned to perform the services.
2. Ensure all repairs performed under this contract be performed by qualified technicians thoroughly trained and certified by an appropriate nationally recognized institution or organization. Repair services will be performed in a workmanlike manner; using industry accepted practices and established manufacturer procedures. All unsatisfactory repairs will be made or returned for corrections at no expense to the City.
3. Operate a fully equipped repair shop(s) or service facility and employ certified and trained personnel who are authorized to perform maintenance and/or repairs on the Equipment. Upon request, the shop facility will be open to inspection by City representatives.
4. The shop or service facility must be of a sufficient size and equipped with the necessary equipment and supply of parts, either in stock or readily available, to properly and expeditiously perform all repair and service operations that may be required. All City-owned Equipment awaiting repairs must be securely stored within a designated enclosed area.

## **INVENTORY/LEAD TIME**

The Contractor will maintain an inventory of sufficient diversity and quantity as to ensure the delivery of any parts listed in the Proposal, In lieu of the inventory, the Contractor must be able to arrange such prompt delivery.

Repeated failures on the part of the Contractor or subcontractor's/employees to meet the above stated delivery requirements may be used by the City as grounds for the termination of this contract, and may further affect the

Contractor's eligibility for future contract awards.

The Contractor's compliance with these requirements will be determined by the Chief Procurement Officer, whose decision will be binding.

## **PRIORITY SERVICE**

The Contractor and its subcontractors understand that the equipment covered under this specification is critical to the City's Water operations. Therefore, the Contractor will give priority service to the City and proceed with authorized work in an expeditious manner to ensure that all work is completed within the agreed upon schedule and to ensure that equipment downtime is kept to a minimum.

The City requires the Contractor to respond to calls for service within Seventy-two (72) hours.

## **SERVICE REQUIREMENTS**

The Department of Water Management will determine if service is needed at the Contractor's facility or at the City's facility. The cost of transporting the equipment to and from the Contractor's facility will be the Contractor's responsibility.

The Department of Water Management will contact the Contractor by phone or by Purchase Order Release, for any replacement parts and/or repair services required. The Department of Water Management will furnish the contractor with the location and description of the type of replacement parts and/or repair services required. The name and phone number of a contact person will be provided at the time of notification.

### **Required Hours of Service**

Work performed under this contract will be performed during regular service hours which will be from 8:00 a.m. to 2:00 p.m., Monday through Friday, excluding Saturday, Sunday and any Holidays.

### **Repair Service**

The Contractor will respond to requests for repair service upon request of written or verbal notification by the Department of Water Management.

### **Repair service will be billed as follows:**

The cost of Repair Service is to be billed at the list price quoted by the Contractor and Included on the price proposal pages.

All costs associated with labor for Repair Service are on the list price quoted by the Contractor and is included on price proposal pages.

Contractor will not perform any work outside the normal regular working hours without prior authorization from the Department of Water Management.

## **EMERGENCY SERVICE**

The Contractor will be notified by phone, by an authorized representative of the Department of Water Management when Emergency Repair Service is required. The Contractor will respond to an Emergency Repair Service call within four (4) hours upon receipt of the call.

All costs associated emergency services for Labor and Repair Service are on the list price quoted by the Contractor and is included on price proposal pages.

## **REPAIR PROPOSALS**

The Contractor will inspect the equipment and prepare a written proposal, for all repairs, which includes, but is not limited to the following information:

1. Contract number
2. Name of City department
3. Name and phone number of City contact person
4. Description of equipment (make, Model, Serial number, unit number)
5. Date equipment was received by Contractor
6. Repair work required
7. Listing of parts necessary to repair equipment
8. Due date for completion of work

The Contractor, upon receipt of approval, in the form of a purchase order release from an authorized representative of the Department of Water Management, will proceed with repairs.

### **IRREPARABLE EQUIPMENT**

In the event the equipment is irreparable, the Contractor will provide a written explanation of the problems and the Department of Water Management will take necessary action with regard to the disposition of the equipment.

### **TURN AROUND TIME**

The Contractor will expedite repairs, to the equipment as required by the Department of Water Management in order to meet any reasonable time frames set forth by the Department of Water Management.

If there are delays due to a lack of parts, insufficient manpower or other circumstances, then the Contractor will notify the Department of Water Management immediately of the delay. In the event any piece of equipment cannot be repaired, due to replacement parts no longer being manufactured or other specific reasons, the Contractor must prepare a written explanation of the condition of the equipment and a recommended method of corrective action to be taken.

### **GENUINE PARTS**

Parts, accessories, assemblies and/or components furnished under this contract will be genuine parts as manufactured or supplied by the Original Equipment Manufacturer (OEM) unless stated otherwise in this specification; accessories, assemblies or components furnished must be compatible and interchangeable with existing City owned equipment.

The Contractor is required to provide and transfer all documentation issued by the manufacturer for the proposed parts.



**Project Checklist**

Attach required forms for each procurement type and detailed scope of services and/or specifications and forward original documents to the Chief Procurement Officer; City Hall, Room 806.

Date: 1/6/17  
 Department Name: **DWM**  
 Requisition No: **135834** Specification No: **294371**  
 PO No: \_\_\_\_\_ Modification No: \_\_\_\_\_  
 Contract Liaison: **Felicia Rawlings/Margarita Alvarez**  
 Telephone: **312-745-0581/312-747-1683**  
 Email: **felicia.rawlings/margarita.alvarez**  
 Project / Program Manager: **Andrew Anderson**  
 Telephone: **312-745-2593**  
 Email: \_\_\_\_\_

For blanket agreements, original or lead department must consult with other potential departments who may want to participate on the blanket agreement. If grant funded, attach copy of the approved grant application and other terms and conditions of the funding source. Note: 1) **Funding**: Attach information if multiple funding lines; 2) **Individual Contract Services**: Include approval form signed by Department Head and OBM; 3) **ITGB**: If project valued at \$100,000.00 or more, attach approval transmittal sheet.

\*By signing this form, I attest that all information provided is true and accurate.

Contract Liaison Signature: *[Signature]*

**Project Title:**  
**NON-COMPETITIVE REVIEW BOARD (NCRB)**

**Project Description:**  
**NEW 5 YEAR SOLE SOURCE TERM AGREEMENT CONTRACT WITH 3 YEAR EXTENSION OPTION FOR PARTS AND SERVICE FOR WET BARREL HYDRANT HANDLER MACHINES**

**Funding:**  
 Corporate  Bond  Enterprise  Grant  Other:  
 IDOT/Transit  IDOT/Highway  FHWA  FTA  FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
001	016	0200	088	2025	0360	W321	220360		\$600,000.00

Check One:  
 **New Contract Request**

\*By signing below, I attest the estimates provided for this contract are true and accurate.

Project / Program Manager Signature: *[Signature]*  
 Contract Liaison / Authorized Designee Signature: *[Signature]*

**Purchase Order Information:**  
 Contract Term (No. of Months): 60 months  
 Extension Options (Rate of Recurrence): 36 months  
 Estimated Spend/Value: \$600,000.00  
 Grant Commitment / Expiration Date: \_\_\_\_\_  
 Pre-Bid/Submittal Conference:  Yes  No  
 Mandatory  Site Visit

**Purchase Order Type:**  
 Blanket/Purchase Order (DUR)  
 Master Consultant Agreement (Task Order)  
 Standard/One-Time Purchase

**Procurement Method:**  
 Bid  RFP  RFQ  RFI  
 Small Order N/A

**Special Approvals Required:**  
 Emergency  
 Non-Competitive Review Board (NCRB)  
 Request for Individual Contract Services  
 Information Technology Governance Board (ITGB)

**Contract Type:**  
 Architect Engineering  Commodity  Construction  JOC  SBI  
 Professional Services  Revenue Generating  Vehicle & Heavy Equipment  
 Work Service  Joint Procurement  Reference Contract

**Modification or Amendment**  
**Modification Information:**  
 PO Start Date: N/A  
 PO End Date: N/A  
 Amount (Increase/Reduction): \_\_\_\_\_

**Modification/Amendment Type:**  
 Time Extension  Scope Change/Price Increase /Additional Line Item(s)  
 Vendor Limit Increase  Requisition Encumbrance Adjustment  
 Other (specify): N/A

**MBE/WBE/DBE Analysis:** (Attach MBE/WBE/DBE Goal Setting Memo)  
 Full Compliance  Contract Specific Goals  
 No Stated Goals  Waiver Request

**Risk Management / EDS**  
 Insurance Requirements (Included)  Yes  No  
 EDS Certification of Filing (included)  Yes  No

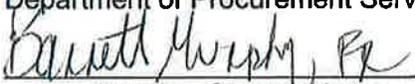
**Vendor Info:**  
 Name: MINEOLA SPECIALTY SERVICES  
 Contact: Waymon Ragsdale  
 Address: 1113 CR 2220 MINEOLA, TX 75773  
 E-mail: mineolaspsv@aol.com  
 Phone: 903-539-5906



**DEPARTMENT OF WATER MANAGEMENT  
CITY OF CHICAGO**

**MEMORANDUM**

**TO:** Jamie L. Rhee  
Chief Procurement Officer  
Department of Procurement Services

**FROM:**   
Barrett Murphy, Commissioner  
Department of Water Management

**ATTN:** Richard Butler

**SUBJECT:** Sole Source Procurement  
Mineola Specialty Services  
Parts & Service for Wet Barrel Hydrant  
Handler Machines  
Req. No. 135834/Spec No. 294371

**DATE:** April 7, 2017

The Department of Water Management, Bureau of Operations and Distribution is requesting a five (5) year sole source term agreement contract with three (3) year extension options with Mineola Specialty Services for parts & services contract for hydraulic disassembly wrenches, known as wet barrel hydrant handler machines. This parts and service contract will allow Department of Water Management to safely maintain and repair hydraulic disassembly wrenches previously purchased through a Non-competitive Review Board contract with Mineola Specialty Services. The wrench apparatus is used for removing and replacing the main water supply valve of a high pressure hydrant and assist DWM by eliminating the need to shut off water to customers and also eliminates any contamination to the water supply. In addition, this wrench apparatus also improved work safety by eliminating the use of the hydrant truck to put additional force on the manual wrench to remove difficult seats. The total estimated amount for this Non-competitive Review Board contract is \$600,000.00.

Mineola Specialty Services is the exclusive sole manufacturer of the wet/dry barrel handler machines and the only company that can provide parts and services. They have also been supplying the City of Chicago wet barrel hydrant handler machines for over nineteen (19) years.

The Bureau of Operations & Distribution purchased six (6) hydraulic wrenches and they were received in January 1991 and are continually in use. Four (4) new units were ordered in 1993. Three (3) old units were sent back to the manufacturer for rehab at no expenses to the Bureau of Operations & Distribution. The three (3) old units were rehabbed and returned to Bureau of Operations & Distribution in 1995. Five (5) new units were purchased in May of 2002.

Therefore, DWM would like to request your consideration for a sole source contract with Mineola Specialty Services for parts and service for wet barrel hydrant handler machines.

Thank you in advance for your consideration. If you have any questions or require additional information in order to process this sole source request, please contact Felicia Rawlings, Deputy Commissioner at 312-745-0581

Mineola Specialty Services

1113 C. R. 2220 Mineola, Texas 75773 (903)539-5906

City of Chicago

Department of Water Management

333 South State Street

Depaul Center Suite# 410

Chicago, Ill. 60604

January 31, 2017

Mineola Specialty Services has been manufacturing equipment and providing services to the City of Chicago since 1988. We are the manufacturer of the Hydrant Handler equipment that has successfully repaired fire hydrants in the City of Chicago, keeping them in service and saving the City of Chicago thousands of dollars by not having to replace with new hydrants as well as cost of excavation.

It is our goal to continue our relationship and work with the City of Chicago providing a safe way to service and repair the many fire hydrants that provide fire service protection to its citizens and businesses.

We are the owner and sole provider for the hydrant machines under patent number 4,748,997. No other company or person is authorized to manufacture, market, or service the Wet Barrel Hydrant Machines.

It is our desire at Mineola Specialty Services to continue our twenty-eight year relationship in providing equipment and service to the City of Chicago for many years.

Sincerely,

  
Waymon Ragsdale, Owner

Mineola Specialty Services

1113 C. R. 2220 Mineola, Texas 75773 (903)539-5906

City of Chicago

Department of Water Management

333 South State Street

Depaul Center Suite# 410

Chicago, Ill. 60604

January 31, 2017

Mineola Specialty Services is the owner and sole source provider of the Wet Barrel Hydrant Repair Machine, patent No. 4,748,997.

No other company or person is authorized to manufacture, market or service the Wet Barrel Hydrant Handler Machine, or Hydrant Handler Jr. Machine.

Sincerely,

A handwritten signature in cursive script that reads "Waymon Ragsdale".

Waymon Ragsdale, Owner

Mineola Specialty Services

1113 C. R. 2220 Mineola, Texas 75773 (903)539-5906

City of Chicago

Department of Water Management

333 South State Street

Depaul Center Suite# 410

Chicago, Ill. 60604

January 31, 2017

Margarita Alvarez,

Mineola Specialty Service manufacturers and services the Hydrant Handler Machines in house. No outside manufactures or service organizations are used in manufacturing.

It is our goal to purchase as many products as possible for the City of Chicago's approved suppliers. We have chosen Crown Steel Sales Inc. as our WBE/MBE supplier of steel products used in the Hydrant Handler Machines.

Mineola Specialty Services has been providing equipment to the City of Chicago since 1988 as sole source provider. Our goal is to provide quality equipment as well as support services to the City of Chicago.

Sincerely,

  
Waymon Ragsdale, Owner

[54] HIGH PRESSURE HYDRANT REPAIR APPARATUS AND METHOD OF REPAIR

[76] Inventor: Waymon Ragsdale, P.O. Box 1007, Mineola, Tex. 75773

[21] Appl. No.: 93,641

[22] Filed: Sep. 4, 1987

[51] Int. Cl.<sup>4</sup> ..... F16L 55/18

[52] U.S. Cl. .... 137/15; 137/283; 137/300; 137/316; 29/402.08

[58] Field of Search ..... 137/315, 316, 320, 283, 137/284, 300, 15; 29/402.03, 402.08

[56] References Cited

U.S. PATENT DOCUMENTS

1,349,062	8/1920	Goldberg	137/283
3,865,129	2/1975	Peterson	137/318
4,161,958	7/1979	Behle	137/316

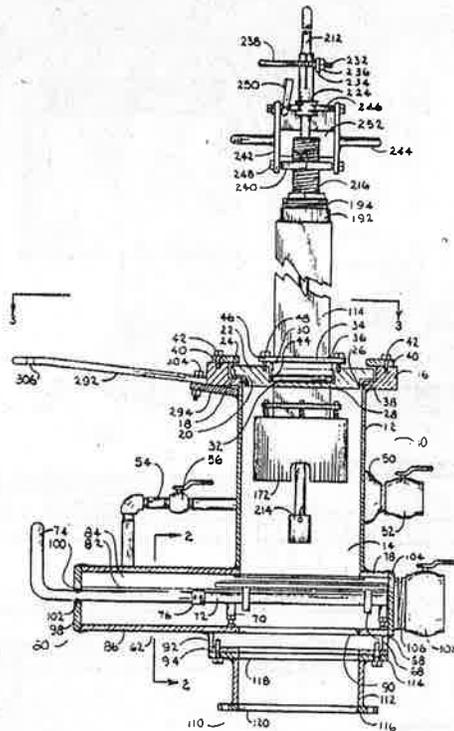
Primary Examiner—A. Michael Chambers  
Attorney, Agent, or Firm—Ronald B. Sefrna

[57] ABSTRACT

An apparatus and method of removing and replacing the main water supply valve of a high pressure hydrant without the necessity of shutting off the supply of water to the hydrant, wherein the apparatus generally comprises a hydrant adapter for interconnection of the apparatus to a variety of hydrant configurations, a slide valve chamber and slide valve assembly, a main body, a

valve seat wrench and interconnected elongate wrench shaft moveable through the interior of the apparatus, an upper seal assembly to form a water tight sliding seal around the wrench shaft, a valve lifting tool moveable through the interior of the elongate wrench shaft in water tight relation therewith, a wrench activating assembly, a plurality of bleed valves for removal of water from selected portions of the apparatus, and a bypass valve assembly for equalization of water pressure between selected portions of the apparatus. In use, the upper portion of the hydrant to be repaired is removed and the hydrant adapter is attached to the base of the hydrant and the main portion of the apparatus is attached to the hydrant adapter opposite its attachment to the hydrant base. The valve wrench, wrench shaft and valve lifting tool are inserted into the apparatus, which is then sealed against outflow of water, the hydrant valve and seat are released from the hydrant base and lifted through the interior of the apparatus to a position above the slide valve, which is closed to isolate upper and lower sections of the apparatus. The upper section of the apparatus is then opened, a replacement hydrant valve is installed by generally reversing the steps for removal of the original hydrant valve, the apparatus is removed from the hydrant base, and the hydrant is reassembled.

26 Claims, 7 Drawing Sheets



Mineola Specialty Services

1113 C.R. 2220 Mineola, Texas 75773 (903)539-5906

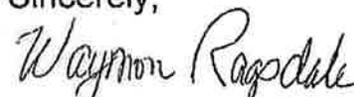
City of Chicago  
Department of Water Management  
333 South State Street  
Depaul Center Suite #410  
Chicago, Ill. 60604

April 5, 2017

Mineola Specialty Services has chosen Crown Steel Sales, Inc. to meet our MBE/WBE compliance requirements for contract on the Hydrant Handler Machines, repair and parts.

Crown Steel Sales, Inc.  
Lynne McCutcheon  
773-376-1700  
3355 West 1<sup>st</sup> Street  
Chicago, Ill. 60623                      2.7% \$16,200

Sincerely,

  
Waymon Ragsdale, Owner

Mineola Specialty Services

1113 C. R. 2220 Mineola, Texas 75773 (903)539-5906

City of Chicago

Department of Procurement Services

January 31, 2017

All information on the MBE/WBE form is current and correct.

Sincerely,

  
Waymon Ragsdale, Owner

# Mineola Specialty Services

1113 CR 2220 Mineola, TX 75773    mineolaspsv@aol.com    (903)569-0400    Fax (903)569-0410

**September 26, 2016**

## **New Parts List** Parts Breakdown – Hydrant Handler

<b>Part #</b>	<b>Description</b>	<b>Price</b>
N-HH-1	Main Slide Valve Assembly Body	\$ 12,437.50
N-HH-2	Main Valve Isolation Chamber Body	\$ 6,534.14
N-HH-3	Bleed Valve	\$ 160.36
N-HH-4	Slide Valve Seal Plate	\$ 2,074.01
N-HH-5	Adapter Bolt	\$ 3.61
N-HH-6	Adapter Flange	\$ 1,081.73
N-HH-7	Adapter Gasket	\$ 2.51
N-HH-8	Stem Nut	\$ 121.38
N-HH-9	Valve Stem	\$ 641.13
N-HH-10	End Plate Bolt	\$ 3.61
N-HH-11	Bonnet Nut	\$ 1.23
N-HH-12	Bonnet O-ring	\$ 17.76
N-HH-13	Operating Nut	\$ 26.64
N-HH-14	Bonnet	\$ 121.38
N-HH-15	Picking Rod Adapter	\$ 411.18
N-HH-16	Adapter Pin	\$ 8.64
N-HH-17	Valve Wrench	\$ 1,069.08
N-HH-18	Lift Bar Bolt	\$ 3.61
N-HH-19	Winch	\$ 710.54
N-HH-20	Winch Cable	\$ 82.64
N-HH-21	Pulley Bolt	\$ 4.19
N-HH-22	Cable Pulley	\$ 10.11
N-HH-23	Picking Rod	\$ 123.36
N-HH-24	Picking Rod Lock Bolt	\$ 131.58
N-HH-25	Picking Rod Nut & Seal	\$ 312.50
N-HH-26	Valve Wrench Stem	\$ 2,217.76
N-HH-26A	Kelly Heat Treated Valve Wrench Stem	\$ 4,435.53
N-HH-27	Stem Packing	\$ 7.41
N-HH-28	Packing Gland	\$ 468.75
N-HH-29	Bar Bolt	\$ 2.48

# Mineola Specialty Services

1113 CR 2220 Mineola, TX 75773      mineolaspsv@aol.com      (903)569-0400      Fax (903)569-0410

## New Parts List

### Parts Breakdown – Hydrant Handler

N-HH-30	Hold Down Bar	\$ 98.69
N-HH-31	Teflon Bearing	\$ 5.73
N-HH-32	Gland Bolt	\$ 2.51
N-HH-33	Stem Adapter O-ring	\$ 2.01
N-HH-34	Valve Stem Nut	\$ 2.95
N-HH-35	Adapter Plate Gasket	\$ 2.51
N-HH-36	Chamber O-ring	\$ 11.80
N-HH-37	Picking Rod Toe Handle	\$ 222.05
N-HH-38	Swivel Plate O-ring	\$ 2.51
N-HH-39	Lift Bar	\$ 518.10
N-HH-40	Safety Lock Assembly	\$ 394.74
N-HH-41	Ratchet Wrench Assembly	\$ 6,523.91
N-HH-42	Cable Puller	\$ 318.80
N-HH-43	Lifting Lugs	\$ 197.38
N-HH-44	Stem Swivel Assembly	\$ 2,195.73
N-HH-45	Swivel Eye Bolt	\$ 74.01
N-HH-46	Chamber Bolt	
N-HH-48	Ratchet Lock Bolt	\$ 3.61
N-HH-49	Cap Screw	\$ 5.68
N-HH-50	Picking Shaft	\$ 222.05
N-HH-51	Shaft Magnet	\$ 345.39
N-HH-52	Picking Rod Plate	\$ 1,167.76
N-HHJ-53	Picking Rod O-ring	\$ 1.58
N-HH-55	Hydrant Shaft Adapter	\$ 419.41
N-HH-56	Set Screw	\$ 5.68
N-HH-57	Bolt & Nut Assembly	\$ 5.68
N-HHJ-HH-58	Hydraulic Cylinder	\$ 552.63
N-HHJ-HH-59	Hydraulic Hose w/fittings	\$ 925.66
N-HHJ-63	Extension Handle	\$ 690.80
N-HH-66	O-ring	\$ 41.13
N-HH-67	Stem Bearing Plate	\$ 2,429.06
N-HH-76	Parts Recovery Tongs	\$ 656.25
N-HH-77	Anti-Theft Hydraulic Dis-Assembly Machine	\$ 2,150.75
N-HH-78	Manual Hydraulic Unit	\$ 550.00

## *Mineola Specialty Services*

1113 CR 2220 Mineola, TX 75773    mineolaspsv@aol.com    (903)569-0400    Fax (903)569-0410

### Remanufactured (Rebuilt) Parts List Parts Breakdown – Hydrant Handler

<b>Part #</b>	<b>Description</b>	<b>Price</b>
R-HH-1	Main Slide Valve Assembly Body	\$ 8,706.25
R-HH-2	Main Valve Isolation Chamber Body	\$ 4,573.90
R-HH-3	Bleed Valve	\$ 112.25
R-HH-4	Slide Valve Seal Plate	\$ 1,451.81
R-HH-5	Adapter Bolt	\$ 2.53
R-HH-6	Adapter Flange	\$ 757.21
R-HH-7	Adapter Gasket	\$ 1.76
R-HH-8	Stem Nut	\$ 84.96
R-HH-9	Valve Stem	\$ 448.79
R-HH-10	End Plate Bolt	\$ 2.53
R-HH-11	Bonnet Nut	\$ 0.86
R-HH-12	Bonnet O-ring	\$ 12.44
R-HH-13	Operating Nut	\$ 18.65
R-HH-14	Bonnet	\$ 84.96
R-HH-15	Picking Rod Adapter	\$ 287.83
R-HH-16	Adapter Pin	\$ 6.05
R-HH-17	Valve Wrench	\$ 748.35
R-HH-18	Lift Bar Bolt	\$ 2.53
R-HH-19	Winch	\$ 497.38
R-HH-20	Winch Cable	\$ 57.85
R-HH-21	Pulley Bolt	\$ 2.94
R-HH-22	Cable Pulley	\$ 7.08
R-HH-23	Picking Rod	\$ 86.35
R-HH-24	Picking Rod Lock Bolt	\$ 92.10
R-HH-25	Picking Rod Nut & Seal	\$ 218.75
R-HH-26	Valve Wrench Stem	\$ 1,552.44
R-HH-26A	Kelly Heat Treated Valve Wrench Stem	\$ 3,326.65
R-HH-27	Stem Packing	\$ 5.19
R-HH-28	Packing Gland	\$ 328.13
R-HH-29	Bar Bolt	\$ 1.74

# Mineola Specialty Services

1113 CR 2220 Mineola, TX 75773      mineolaspsv@aol.com      (903)569-0400      Fax (903)569-0410

## Remanufactured (Rebuilt) Parts List Parts Breakdown – Hydrant Handler

R-HH-30	Hold Down Bar	\$ 69.09
R-HH-31	Teflon Bearing	\$ 4.01
R-HH-32	Gland Bolt	\$ 1.76
R-HH-33	Stem Adapter O-ring	\$ 1.41
R-HH-34	Valve Stem Nut	\$ 2.06
R-HH-35	Adapter Plate Gasket	\$ 1.76
R-HH-36	Chamber O-ring	\$ 8.26
R-HH-37	Picking Rod Toe Handle	\$ 155.44
R-HH-38	Swivel Plate O-ring	\$ 1.76
R-HH-39	Lift Bar	\$ 362.68
R-HH-40	Safety Lock Assembly	\$ 276.31
R-HH-41	Ratchet Wrench Assembly	\$ 4,566.74
R-HH-42	Cable Puller	\$ 223.16
R-HH-43	Lifting Lugs	\$ 138.16
R-HH-44	Stem Swivel Assembly	\$ 1,537.01
R-HH-45	Swivel Eye Bolt	\$ 51.81
R-HH-46	Chamber Bolt	
R-HH-48	Ratchet Lock Bolt	\$ 2.53
R-HH-49	Cap Screw	\$ 3.98
R-HH-50	Picking Shaft	\$ 155.44
R-HH-51	Shaft Magnet	\$ 241.78
R-HH-52	Picking Rod Plate	\$ 817.44
R-HHJ-53	Picking Rod O-ring	\$ 1.10
R-HH-55	Hydrant Shaft Adapter	\$ 293.59
R-HH-56	Set Screw	\$ 3.98
R-HH-57	Bolt & Nut Assembly	\$ 3.98
R-HHJ-HH-58	Hydraulic Cylinder	\$ 386.84
R-HHJ-HH-59	Hydraulic Hose w/fittings	\$ 647.96
R-HHJ-63	Extension Handle	\$ 483.56
R-HH-66	O-ring	\$ 28.79
R-HH-67	Stem Bearing Plate	\$ 1,748.93
R-HH-76	Parts Recovery Tongs	\$ 459.38

# Mineola Specialty Services

1113 CR 2220 Mineola, TX 75773    mineolaspsv@aol.com    (903)569-0400    Fax (903)569-0410

## Parts Breakdown – HH#41 Ratchet Assembly

41-2	Spring	\$ 18.11
41-3	¼ x ½ Bolt (4)	\$ 0.43
41-4	Spring Bracket	\$ 62.96
41-5	(HH-48) Lock Bolt (1)	\$ 2.59
41-6	Torque tube assembly	\$ 731.20
41-7	5/16 x 2 ¾ Grade 8 Socket Head (12)	\$ 1.04
41-8	5/16 x 1 ¾ Grade 8 Socket Head (11)	\$ 0.66
41-9	Bracket Mount	\$ 64.49
41-10		
41-11	Upper Plate	\$ 727.26
41-12	Gear	\$ 2,711.66
41-13	Spacing Lug (10)	\$ 47.59
41-14	5/16 Grade 8 Nut (23)	\$ 0.16
41-15	Bottom Plate	\$ 721.00
41-16		
41-17	Ratchet Dog Pin	\$ 101.04
41-18	Cylinder Bracket	\$ 135.34
41-19	Ratchet Dog	\$ 872.13
41-20	Lift Handle	\$ 78.71
41-21	Spring Lever	\$ 125.71
41-22	½ Lock Washers (4)	\$ 0.25
41-23	½ Grade 8 Nut (4)	\$ 0.34
41-24	½ x 2 ½ Grade Socket Head	\$ 1.18
41-25	Indicator	\$ 103.38
41-26	5/16 Lock Washers (23)	\$ 0.16
41-27	Bottom Ring	\$ 495.21

**Certification: View**Help & Tools 

Certification List

<b>Vendor Information</b>	
Business Name	Crown Steel Sales, Inc.
VendorID	20219073
Primary Owner's Name	Lynne McCutcheon
Company Type	Corporation
Ethnic Group	Caucasian
Gender	Female

<b>Certification Information</b>	
Certifying Agency	City of Chicago
Certification Type	WBE - Women Business Enterprise
Effective Date	6/9/2016
Renewal Date	6/1/2017

<b>Contact Information</b>	
Main Company Email	Lynne@CrownSteel.com
Main Phone	773-376-1700
Main Fax	773-376-6028
Internet Web Page	<a href="http://www.CrownSteel.com">http://www.CrownSteel.com</a>

<b>Addresses</b>	
Physical Address	3355 West 31st Street Chicago, IL 60623
Mailing Address	3355 West 31st Street Chicago, IL 60623

<b>Business Capabilities</b>	
Business certified for	423510 Metal Service Centers and Other Metal Merchant Wholesalers
Full Description of Capabilities/Products	423510 Metal Service Centers and Other Metal Merchant Wholesalers
Commodity Codes	NAICS 423510      Metal Service Centers and Other Metal Merchant Wholesalers ( <a href="#">More</a> )

<b>Owner Ethnicity and Gender</b>	
Ethnic Group	Caucasian
Gender	Female
DBE Ethnic Group	Caucasian

<b>Location</b>	
County	Cook (IL)

**Vendor Profile - Crown Steel Sales, Inc.**

CLOSE WINDOW 

 HELP

  
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[Print This Page](#)

[Contact Information](#) | [Vendor Information](#) | [Vendor Options](#)

Information on this page is provided by Crown Steel Sales, Inc. but is not verified by any organization. Refer to organization-specific certification or registration information for verified information regarding the firm's contact information and capabilities.

**Vendor Contact Information**

Crown Steel Sales, Inc.  
 3355 w. 31st Street  
 Chicago, IL 60623  
<http://www.CrownSteel.com>  
[Lynne@CrownSteel.com](mailto:Lynne@CrownSteel.com)

Order Information		Customer Information	
Phone	773-376-1700	Phone	773-376-1700
Fax	773-376-6028	Fax	773-376-6028
Email	<a href="mailto:Sales@CrownSteel.com">Sales@CrownSteel.com</a>	Email	<a href="mailto:Sales@CrownSteel.com">Sales@CrownSteel.com</a>
Hours	M-F: 07:30 - 14:30 CST Sat: Closed Sun: Closed	Hours	M-F: 08:00 - 17:00 CST Sat: Closed Sun: Closed
Additional Info	N/A	Additional Info	N/A

**Vendor Information**

System Vendor Number	20219073
B2Gnow Vendor Since	5/22/2013
Business Ownership	N/A
Annual Revenues	
Number of Employees	0
DUNS Number	006929723
Licenses	
Certifications	
Organization Memberships	

**Vendor Options**

<p><b>Payment Methods</b></p> <p><input checked="" type="checkbox"/> American Express  <input type="checkbox"/> Diners Club  <input checked="" type="checkbox"/> Discover  <input checked="" type="checkbox"/> Master Card  <input checked="" type="checkbox"/> Visa  <input type="checkbox"/> Carte Blanche  <input type="checkbox"/> CyberCash</p> <p>Additional Info: N/A</p>	<p><input type="checkbox"/> First Virtual  <input type="checkbox"/> JCB  <input checked="" type="checkbox"/> Check  <input checked="" type="checkbox"/> Money Order/Cashier's Check  <input checked="" type="checkbox"/> COD  <input type="checkbox"/> Purchase Orders  <input type="checkbox"/> Other</p>	<p><b>Return Policies</b></p> <p><input checked="" type="checkbox"/> Restock Fee <u>20%</u>  <input type="checkbox"/> Merchant Pays Return Shipping  <input type="checkbox"/> 100% Satisfaction Guarantee  <input type="checkbox"/> RMA Required</p> <p>Description: N/A</p>
--	--	--

**Delivery Methods**

- Immediate (Software Download)
- Priority Next Day Air
- Standard Next Day Air
- First Class Air (2-3 days)
- Standard Ground
- International Express Air
- International Regular Air
- APO's/FPO's

Shipping Cost & Additional Info: Will Call - Prepaid Freight

**Special Features**

- Secure Ordering/Payment System
  - On-line Ordering Shopping Cart System
  - On-line Order Tracking System
  - Product Search Engine
  - Live Customer Representative
  - Customer Representative available 24 hrs a day
  - International Shipping Available
  - Gift Wrapping Available
  - Multi-lingual WWW site
- Other: N/A



**DEPARTMENT OF WATER MANAGEMENT  
CITY OF CHICAGO  
MEMORANDUM**

February 2, 2017

Ms. Jamle L. Rhee  
Chief Procurement Officer  
Department of Procurement Services  
Room 403, City Hall  
121 North LaSalle Street  
Chicago, Illinois 60602

Attn: Monica Jimenez

Re: Compliance Goals  
Mineola Specialty Services  
Parts & Service for Wet Barrel Hydrant  
Handler Machines  
Req. No. 135834/Spec No. 294371

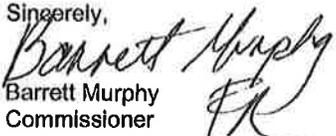
Dear Ms. Rhee:

The Department of Water Management would like to request approval for a partial waiver to Mineola Specialty Services. Mineola Specialty Services has been doing business in the City of Chicago since 1988 as a sole source provider. Mineola Specialty Services manufactures and services the hydrant handler machines. No outside manufacturers or service organizations are used in manufacturing of the wet barrel hydrant handler machines. Mineola Specialty Service is located in Texas, and there are no offices/locations in Illinois.

In their efforts to comply with the City of Chicago's MBE/WBE compliance goals, Mineola Specialty Service is unable to meet full MBE/WBE compliance goals. However, in their efforts to comply with the City of Chicago's MBE/WBE compliance goals, Mineola Specialty Services has committed to utilize a certified WBE Crown Steel Sales, Inc., and meet 4.5% of compliance goals. Therefore, the Department of Water Management supports and recommends the request for a full waiver of MBE compliance of 16.9% be granted.

Thank you in advance for your attention in expediting this request of compliance goals. Feel free to contact Felicia Rawlings, Deputy Commissioner at 312-745-0581 if you require additional information in order to process this request.

Sincerely,

  
Barrett Murphy  
Commissioner



FOR  
NON-CONSTRUCTION  
PROJECTS ONLY

**SCHEDULE C-1**  
**MBE/WBE Letter of Intent to Perform as a**  
**Subcontractor, Supplier, or Consultant**

Project Name: Parts and Services for the Wet Hydrant Machine Specification No. 294371

From: Crown Steel Sales Inc.  
(Name of MBE/WBE Firm)

To: Mineola Specialty Services and the City of Chicago.  
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:

Supply unfinished hot rolled steel products for above named project

The above described performance is offered for the following price and described terms of payment:  
Crown Steel Sales, Inc. market price of hot rolled steel products at time of order. Payment terms are COD

**SUB-SUBCONTRACTING LEVELS**

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

**NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.**

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, within three (3) business days of your receipt of a signed contract from the City of Chicago.

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: ( ) Yes ( X ) No

**NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.**

*Lynne McCutcheon* Mar 22, 2017  
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

LYNNE McCUTCHEAN  
(Name/Title-Please Print)

LYNNE@CROWNSTEEL.COM  
(Email & Phone Number)



**SCHEDULE D-1**  
**Compliance Plan Regarding MBE/WBE Utilization**  
**Affidavit of Prime Contractor**

**FOR**  
**NON-CONSTRUCTION**  
**PROJECTS ONLY**

**MUST BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT THE SCHEDULE D-1 WILL CAUSE THE BID TO BE REJECTED. DUPLICATE AS NEEDED.**

Project Name: Parts and Services for the Wet Barrel Hydrant Machine

Specification No.: 294371

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of: Mineola Specialty Services  
(Name of Prime Consultant/Contractor)

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by the City of Chicago and/or Cook County, Illinois (Letters of Certification Attached).

**I. Direct Participation of MBE/WBE Firms:**

**NOTE:** The bidder/proposer shall, in determining the manner of MBE/WBE participation, first consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this contract.

A. If bidder/proposer is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification, Schedule B form and a copy of Joint Venture Agreement clearly describing the role of each MBE/WBE firm(s) and its ownership interest in the joint venture.

B. Complete this section for each MBE/WBE Subcontractor/Supplier/Consultant participating on this contract:

1. Name of MBE/WBE: Crown Steel Sales, Inc.  
Address: 3355 West 31st Street, Chicago, Ill. 60623  
Contact Person: Lynne McCutcheon  
Phone Number: 773-376-1700  
Dollar Value of Participation \$ 9,720  
Percentage of Participation % 1.62%  
Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed:<sup>1</sup>      %  
**Total Participation % 1.62%**

2. Name of MBE/WBE: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

<sup>1</sup> The Prime Contractor may claim an additional 0.333 percent participation credit (up to a maximum of five (5) percent) for every one (1) percent of the value of the contract performed by the MBE/WBE protégé firm.

**Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan**

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

**3. Name of MBE/WBE:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

**4. Name of MBE/WBE:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

**5. Attach Additional Sheets as Needed**

**II. Indirect Participation of MBE/WBE Firms**

**NOTE:** This section need not be completed if the MBE/WBE goals have been met through the direct participation outlined in Section I. If the MBE/WBE goals have not been met through direct participation, Contractor will be expected to demonstrate that the proposed MBE/WBE direct participation represents the maximum achievable under the circumstances. Only after such a demonstration will indirect participation be considered.

MBE/WBE Subcontractors/Suppliers/Consultants proposed to perform work or supply goods or services where such performance does not directly relate to the performance of this contract:

**1. Name of MBE/WBE:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan**

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

2. Name of MBE/WBE: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

3. Name of MBE/WBE: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

4. Name of MBE/WBE: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

5. Attach Additional Sheets as Needed

**Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan**

**III. Summary of MBE/WBE Proposal**

**A. MBE Proposal (Direct & Indirect)**

1. MBE Direct Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Direct MBE Participation</b>		

2. MBE Indirect Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Indirect MBE Participation</b>		

**B. WBE Proposal (Direct & Indirect)**

1. WBE Direct Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
Crown Steel Sales, Inc.	9,720	1.62%
<b>Total Direct WBE Participation</b>		

2. WBE Indirect Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Indirect WBE Participation</b>		

The Prime Contractor designates the following person as its MBE/WBE Liaison Officer:

Waymon D. Ragsdale

903-569-5906

(Name- Please Print or Type)

(Phone)

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, THAT NO MATERIAL FACTS HAVE BEEN OMITTED, AND THAT I AM AUTHORIZED ON BEHALF OF THE PRIME CONTRACTOR TO MAKE THIS AFFIDAVIT.

Waymon D. Ragsdale

(Name of Prime Contractor – Print or Type)

State of: Texas

Waymon D. Ragsdale  
(Signature)

County of: Wood

Owner

(Name/Title of Affiant – Print or Type)

April 25, 2017  
(Date)

On this 25 day of April, 2017, the above signed officer Waymon D. Ragsdale  
(Name of Affiant)

personally appeared and, known by me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

Sheila D. Valek

(Notary Public Signature)



Commission Expires: May 18, 2018

# Mineola Specialty Services

1113 C. R. 2220 Mineola, Texas 75773

(903) 539-5906

April 7, 2017

To Whom It May Concern,

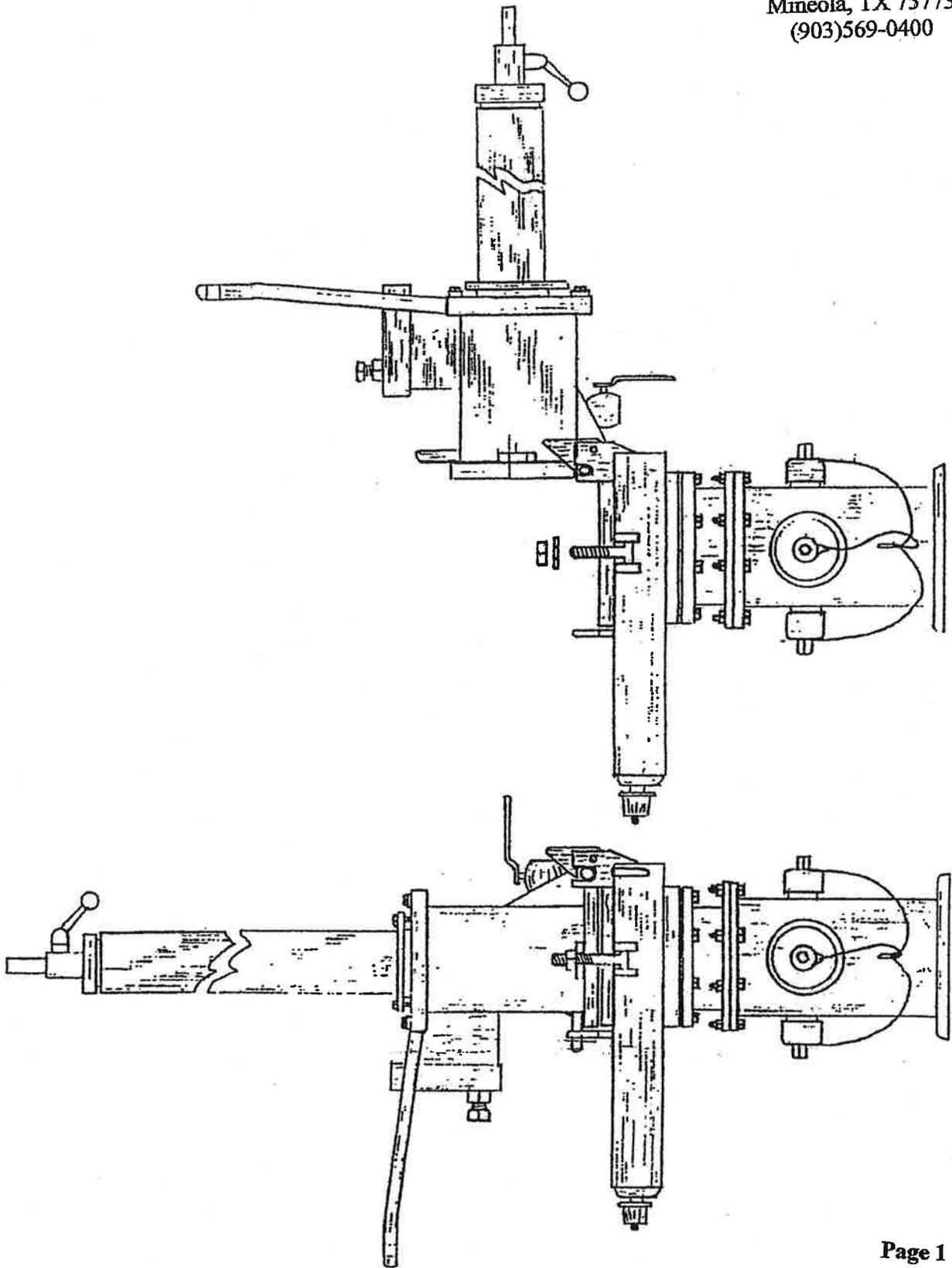
I, Waymon Ragsdale at Mineola Specialty Services am not able to find additional suppliers to meet my steel needs with an MBE/WBE supplier for the Hydrant Handler Machines and repair work that I am doing for the City of Chicago.

Sincerely,

A handwritten signature in cursive script that reads "Waymon Ragsdale".

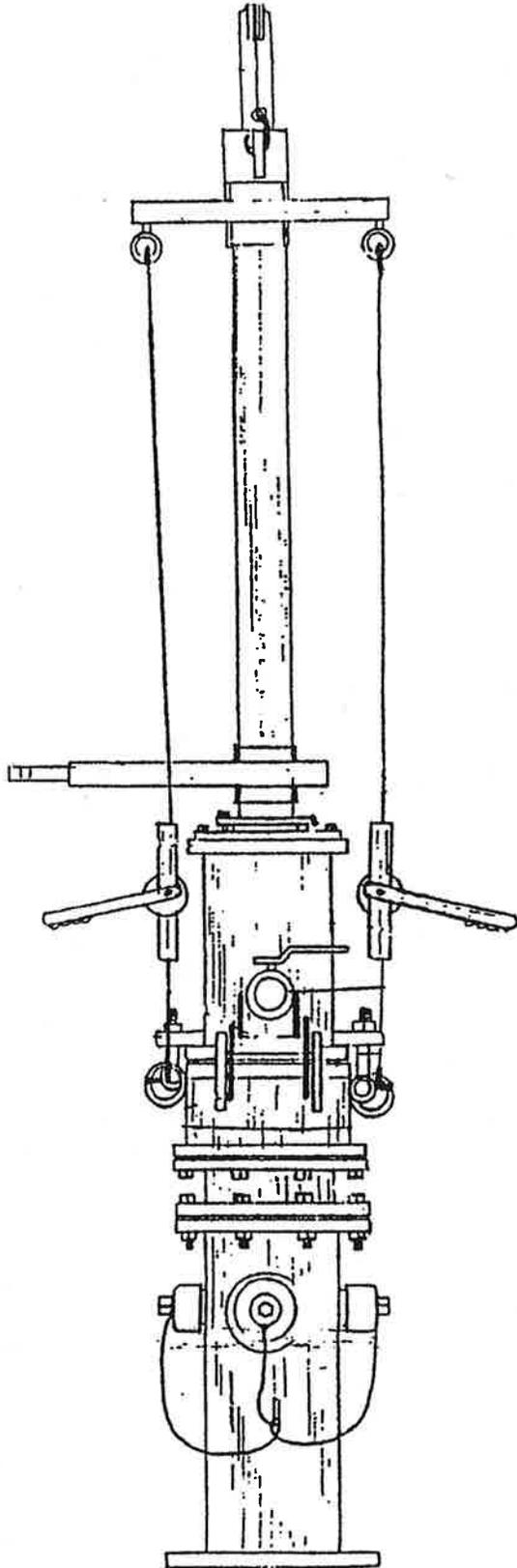
*Mineola Specialty Services*

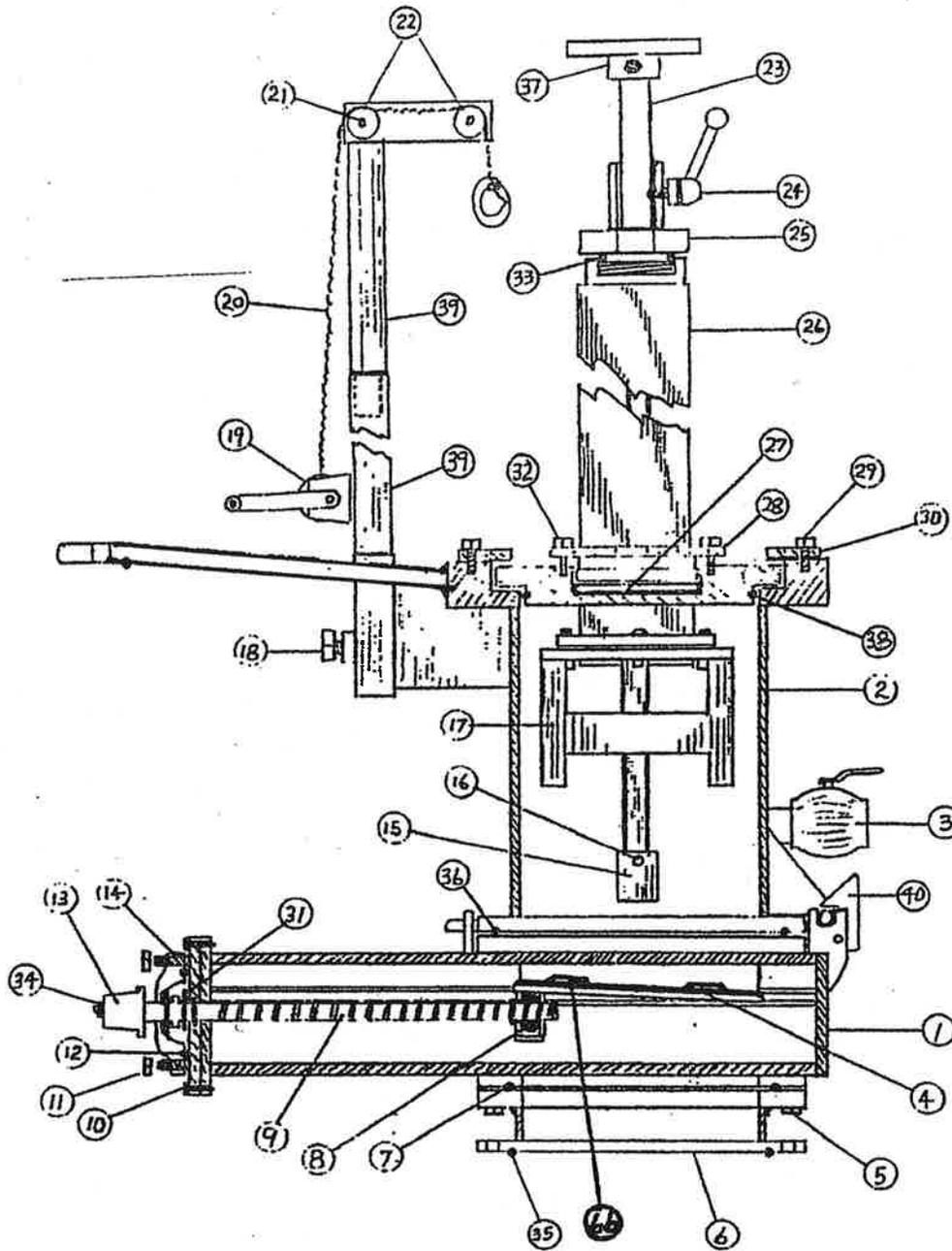
1113 CR 2220  
Mineola, TX 75773  
(903)569-0400



*Mineola Specialty Services*

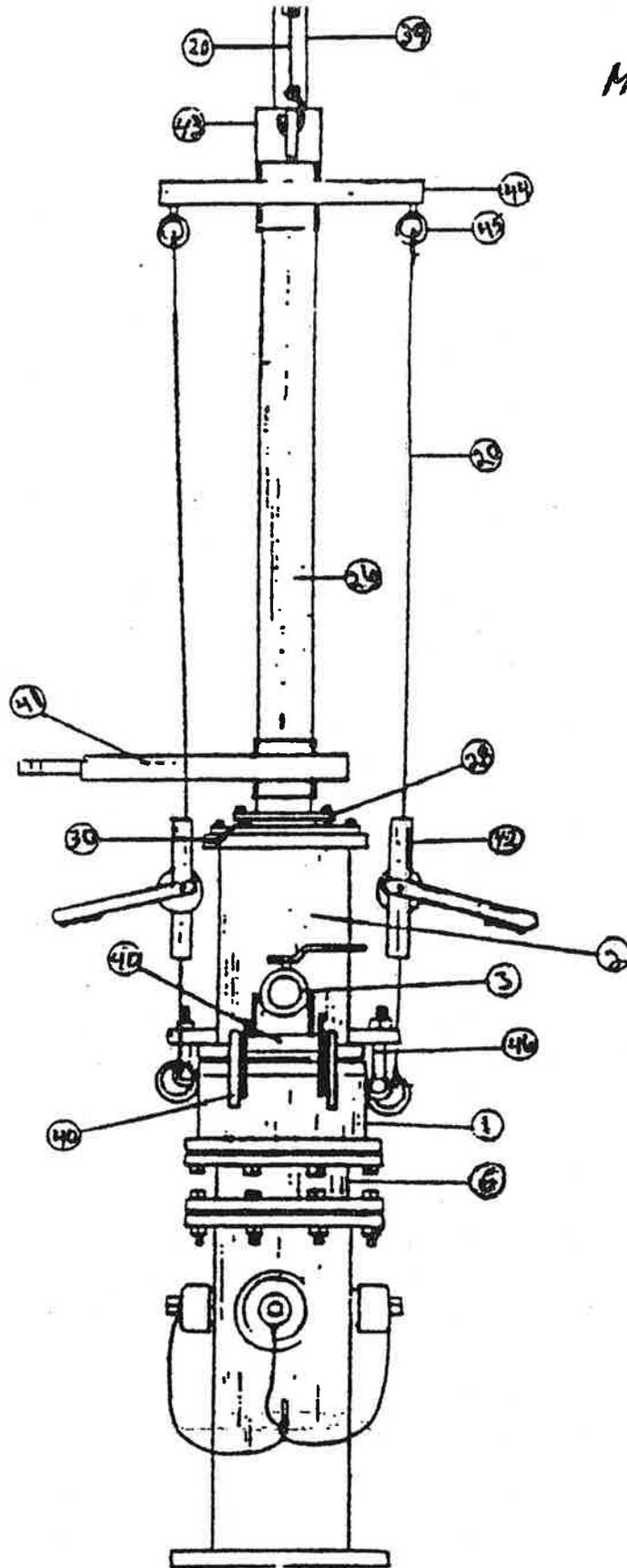
1113 CR 2220  
Mineola, TX 75773  
(903)569-0400





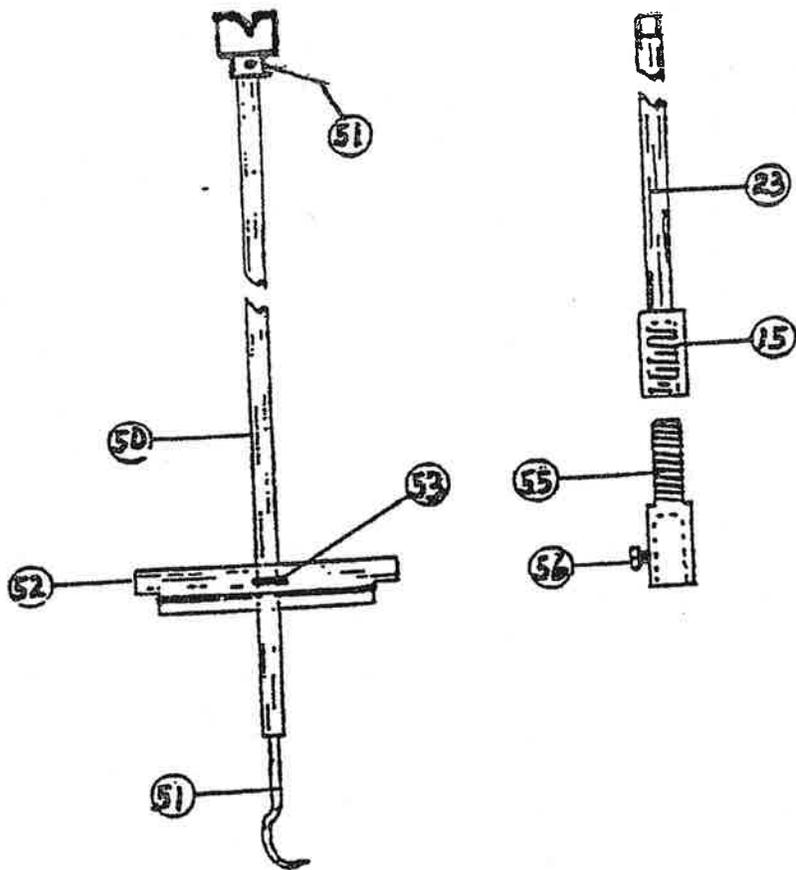
*Mineola Specialty Service*

1113 CR 2220  
Mineola, TX 75773  
(903)569-0400



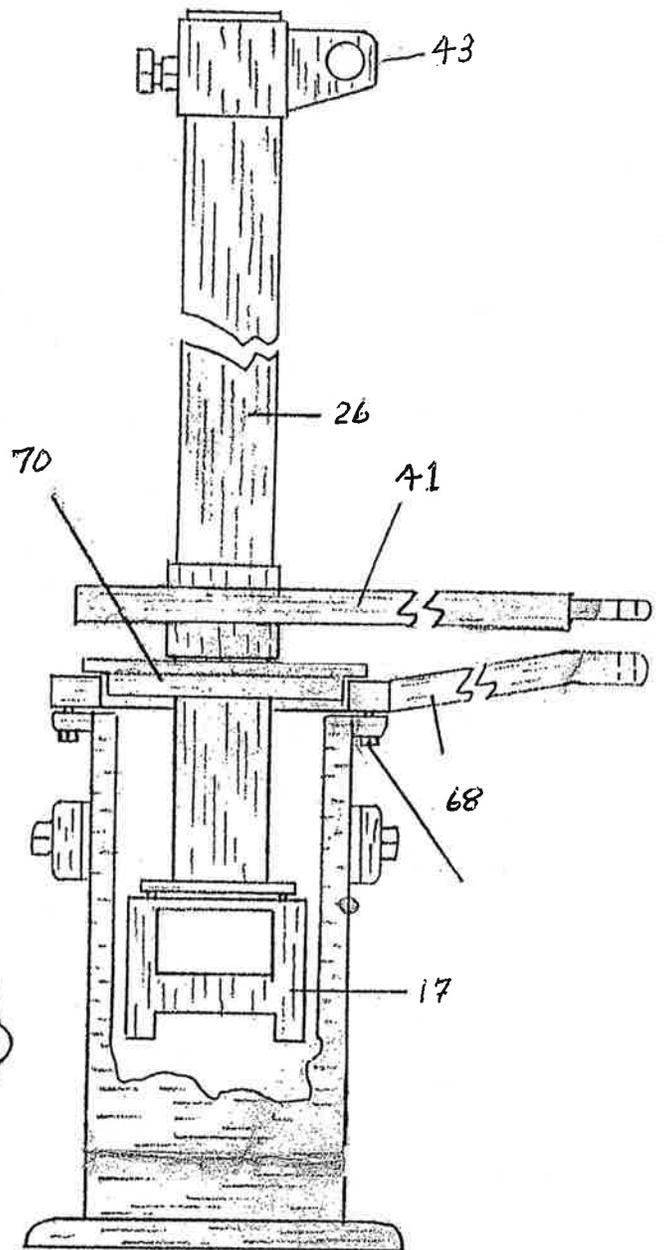
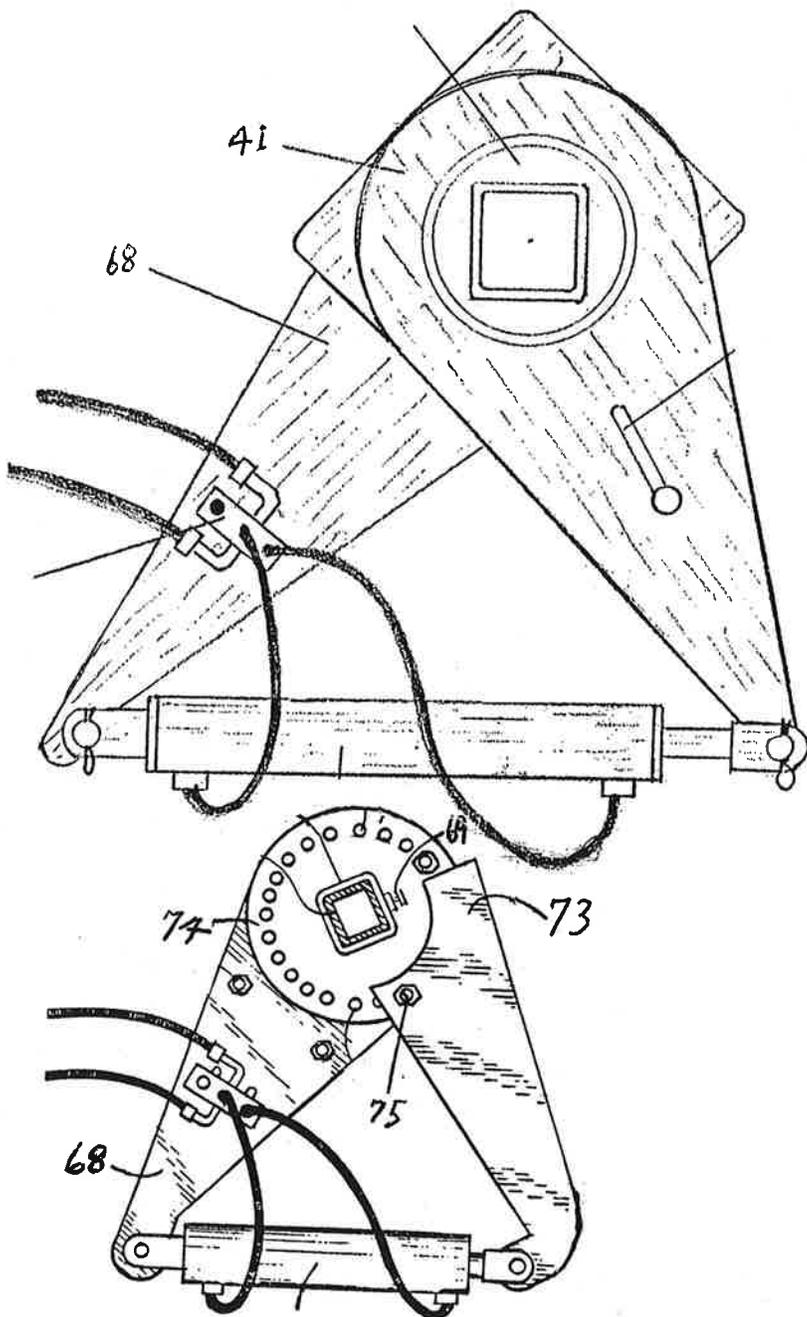
*Mineola Specialty Services*

1113 CR 2220  
Mineola, TX 75773  
(903)569-0400



# Mineola Specialty Services

## Hydrant Handler Jr Dry Unit



# Hydrant Handler™

## Wet Barrel Wrench Repair Machine

### Patent No. 4,748,997

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1. Must remove Hydrant valve seat and stem without shutting off water supply and pressure.
2. Must be a completely sealed unit when removing Hydrant seat and stems.
3. Must have adapters to attach to Chicago design hydrant.
4. Must have square elongated wrench shaft that connects with ratchet wrench when hydraulically removing seat.
5. Must be able to raise and lower wrench shaft, manually after seat has been screwed from Hydrant with water pressure/machine.
6. Must have picking rod stem attached to Hydrant stem to hold Hydrant seat and stem to control water hammer during repair.
7. Seat must be removed with a hydraulic cylinder attached to ratchet wrench with steady applied force.
8. No hammering shall be applied to hydrant seat to unscrew from hydrant (such as air or hydraulic power hammer wrench).
9. All pressure to unscrew hydrant seat must be applied between the barrel of hydrant and hydrant seat during removal. (No hammer wrenches or cheater bars to be used during initial loosening of hydrant seat.)
10. Must be able to manually install the new hydrant seat with pressure on hydrant.
11. Must be able to maintain and control water pressure with repair apparatus (Wet Barrel Tool during removal and installation of new hydrant seat).
12. Must have mechanisms to remove broken and loose parts left in hydrant after removing hydrant seat using a pick up device with hydrant under pressure.
13. Must be able to isolate water pressure between upper and lower section of Wet Barrel Machine using slide valve.
14. Must be able to relieve pressure from top section of Wet Barrel Machine during removal of hydrant seat and stem.
15. Must be able to re-pressure upper section of Wet Barrel Machine to equalize pressure before re-installing hydrant seat.
16. Must be hinged between upper and lower section to allow easy removal of seat and stem.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/22/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Bosworth & Associates, Inc. 1818 WSW Loop 323  Tyler TX 75701	<b>CONTACT NAME:</b> Sally Alexander, ACSR <b>PHONE (A/C, No, Ext):</b> (903) 561-2621 <b>FAX (A/C, No):</b> (903) 581-5369 <b>E-MAIL ADDRESS:</b> sally@bosworth-associates.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Mineola Specialty Service 1113 CR 2220  Mineola TX 75773	<b>INSURER A:</b> Cincinnati Insurance Companies <b>NAIC #</b> 10677	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** CL1692205725 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			EPP0359556	11/15/2016	11/15/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 City of Chicago is named as an Additional Insured as their interest may appear as respect to general liability.

**CERTIFICATE HOLDER**

malvarez@cityofchicago.org

City of Chicago  
 Dept of Procurement Services  
 121 N LaSalle St., #403  
 Chicago, IL 60602

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

M Bosworth/SALLY



CERTIFICATE OF FILING FOR

CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 94849

Date of This Filing: 09/22/2016 11:55 AM

Certificate Printed on: 09/22/2016

Original Filing Date: 09/22/2016 11:55 AM

Disclosing Party: Mineola Specialty Services Title: Owner

Filed by: Waymon Darrell Ragsdale

Matter: Equipment and Supplies for the  
Hydrant Handler

Applicant: Mineola Specialty Services

Specification #: 294371

Contract #:

The Economic Disclosure Statement referenced above has been electronically filed with the City. Please provide a copy of this Certificate of Filing to your city contact with other required documents pertaining to the Matter. For additional guidance as to when to provide this Certificate and other required documents, please follow instructions provided to you about the Matter or consult with your City contact.

A copy of the EDS may be viewed and printed by visiting <https://webapps1.cityofchicago.org/EDSWeb> and entering the EDS number into the EDS Search. Prior to contract award, the filing is accessible online only to the disclosing party and the City, but is still subject to the Illinois Freedom of Information Act. The filing is visible online to the public after contract award.

List of User Department Personnel Participating in the NCRB Meeting;

The Department of Water Management (Department No. 88) will be the only user Department on this Sole Source Contract for Mineola Specialty Services

The following people will attend to the Non-competitive Review Board (NCRB) Meeting for Mineola Specialty Service, five (5) year sole source term agreement contract for parts and service for the wet barrel hydrant handler machines.

Andrew Anderson - DWM  
Rafael Carmona - DWM  
Felicia Rawlings - DWM  
Margarita Alvarez - DWM