

# STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 22-71266

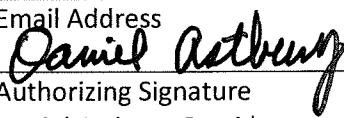
DUE DATE: May 2, 2022 by 3:00 PM EST

TOTAL BID AMOUNT: \$648,000, (\$13,500 per month)

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm <b>Company Name:</b> Diverse Staffing <b>Address:</b> 7135 Waldemar Dr., Indianapolis, IN 46268 <b>Sub-Contract Amount:</b> \$42,144, (\$870 per month) <b>Sub-Contract Percentage of Total Bid:</b> 6.5%	<b>Contact Person:</b> Amber Amores-Villalbos <b>E-mail:</b> Amber Amores-Villalbos <avillalobos@diversegov.com> <table style="width: 100%;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> ( 317-385-5096 )</td> <td style="width: 50%;"><b>Fax Number:</b> ( 866-436-5196 )</td> </tr> </table> <b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u></b> Labor to perform routine wastewater treatment plant operations and maintenance activities. This work is central to completion of the contract	<b>Telephone Number:</b> ( 317-385-5096 )	<b>Fax Number:</b> ( 866-436-5196 )
<b>Telephone Number:</b> ( 317-385-5096 )	<b>Fax Number:</b> ( 866-436-5196 )		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> Work will begin when the contract begins and continues throughout			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm <b>Company Name:</b> <b>Address:</b> <b>Sub-Contract Amount:</b> <b>Sub-Contract Percentage of Total Bid:</b>	<b>Contact Person:</b> <b>E-mail:</b> <table style="width: 100%;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> (   )</td> <td style="width: 50%;"><b>Fax Number:</b> (   )</td> </tr> </table> <b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u></b>	<b>Telephone Number:</b> (   )	<b>Fax Number:</b> (   )
<b>Telephone Number:</b> (   )	<b>Fax Number:</b> (   )		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b>			

Astbury Water Technology Inc.  
 Respondent Firm  
 5940 W. Raymond St.  
 Address  
 Indianapolis/Indiana/46241  
 City/State/Zip Code  
 Daniel Astbury  
 Representative  
 April 27, 2022  
 Date

317-281-7261  
 Telephone Number  
 317-290-1670  
 Fax Number  
 dastbury@astburygroup.com  
 Email Address  
  
 Authorizing Signature  
 Daniel Astbury, President  
 Printed Name and Title

☐ Please check if additional forms are attached.



April 26, 2022

Daniel Astbury, President  
Astbury Water Technology, Inc.  
ESG Laboratories  
5940 West Raymond Street  
Indianapolis, IN 46241  
Fax: (317) 290-1670  
Cell: (317) 317-281-7261  
Subject: RFP 22-71266, MBE Letter of Commitment

Dear Daniel Astbury,

Diverse Staffing Services, Inc. confirms its status as Minority Business Enterprise (MBE), certified by the Indiana Department of Administration. Diverse Staffing Services, Inc. will provide subcontracted services to Astbury Water Technology Inc. in connection with RFP 22-71266. The contract amount is \$878 per month which is 6.5 % of the proposed contract.

We will be providing labor to perform routine wastewater treatment plant operations and maintenance activities.

We anticipate commencing with the services in September 2022 and will continue through the duration of the contract.

If any further information is required, please contact Amber Amores-Villalobos at 317-813-8000 x 4118.

Sincerely,

A handwritten signature in cursive script that reads "Amber Amores-Villalobos".

Amber Amores-Villalobos  
Manager of Government Services  
7135 Waldemar Dr.  
Indianapolis, IN 46268  
317.813.8000 ext. 4118  
[avillalobos@DiverseStaffing.com](mailto:avillalobos@DiverseStaffing.com)





# STATE OF INDIANA

Eric J. Holcomb, Governor

## DEPARTMENT OF ADMINISTRATION Division of Supplier Diversity

Indiana Government Center South  
402 West Washington Street, Room W462  
Indianapolis, IN 46204  
(317) 232 - 3061

March 16, 2022

Mr. Clyde Harris  
**Diverse Staffing Services, Inc.**  
7135 Waldemar Drive  
Indianapolis IN, 46268

Subject: Application for MBE Certification

Dear Mr. Harris,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Diverse Staffing Services, Inc.** is hereby certified as a Minority Business Enterprise (MBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Minority Business Enterprise participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80000000	Management and Business Professionals and Administrative Services
80111600	Temporary personnel services
80111700	Personnel recruitment
80111706	Permanent clerical or administrative assistance
93151504	Administrative reform services
93151505	Administrative agencies services
93151506	Administrative economic council services
93151507	Administrative procedures or services

On September 13, 2010, the Governor's Commission on Supplier Diversity approved the department's effort to streamline its recertification process. Instead of conducting an onsite visit to each company seeking recertification, the department now has the discretion to waive the visit after a thorough review of the company's file and recertification documents. We have approved your recertification and it is valid through **March 31, 2025**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

Although your certification is valid for a three-year period, you are required to submit an annual **Affidavit of Continued Eligibility (ACE)** form, located at [https://www.in.gov/idoa/wbt/DSDCert\\_ACE/index.html](https://www.in.gov/idoa/wbt/DSDCert_ACE/index.html). Please remember you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership or control.

Referencing: Diverse Staffing Services, Inc.

We encourage you to visit IDOA's procurement website, [www.in.gov/idoa/2464.htm](http://www.in.gov/idoa/2464.htm), and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business opportunities.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit <https://www.in.gov/idoa/mwbe/2743.htm> to verify certification status. Please contact our office at (317) 232-3061 or [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) if you have any other questions or concerns about your letter.

Sincerely,

*Kesha Rich*

Kesha Rich, Director of Certification  
Indiana Department of Administration  
Division of Supplier Diversity

KR/CB