

# Inclusive Procurement and Contracting Board Meeting Minutes

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Date: October 21, 2025 | Time: 5:3 pm | Location: Microsoft Teams (Virtual) & TRC  
1165 Franklin Street, Suite 100, South Bend, IN 46601

Link: <https://tinyurl.com/ipcboardmeeting>

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❖ **Call to Order-** The IPC Board is now called to order on October 21, 2025 at 5:36 p.m.

- BOARD MEMBERS PRESENT: Murray Miller, Wilbur Boggs, Rosa Tomas, Breanna Allen, Bianca Jones
- BOARD MEMBERS PRESENT VIRTUALLY: Michael Morris,
- DIVERSITY & INCLUSION: Michael Szymanski
- PURCHASING:
- LEGAL: Sandra Kennedy
- INNOVATION & TECHNOLOGY:
- MAYOR'S OFFICE: Darryl Scott
- BOARD MEMBERS ABSENT: Rachel Tomas-Morgan, Reasha Donaldson, Gemma Stanton



**Approval of Minutes:**

August meeting minutes- Approved

No meeting was held in September, as no quorum was established.

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**I. Action Items -**

- II. **Procurement** – Jones reported a total spend of \$126,682,577 from January to August 2025. Out of the total spend, \$4,916,888 was spent with minority and women-owned businesses, representing 3.9% of the total spend.
- \$853,260 with MBE
- \$266,834 with WBE

\$105,050 with MBE and WBE

\$3,691,745 with Self-reported

The certified spend was 1% of the total spend.

In public works spending, \$17,608,752 was spent of that total spend \$2,445,373 was spent with MBE/WBE resulting in a 13.9% utilization rate.

\$1,302,295 on MBE

\$1,078,478 on WBE

\$64,600 on MWBE

**Regional Spend:** The report highlighted that 67.3% of the total eligible spending was regional, while 32.7% was outside the region.

Jones reported a total spend of \$147,738,945 from January to September 2025. Out of the total spend, \$5,437,857 was spent with minority and women-owned businesses, representing 3.7% of the total spend.

\$1,036,093 with MBE

\$306,434 with WBE

\$108,835 with MBE and WBE

\$3,986,494 with Self-reported

The certified spend was 1% of the total spend.

In public works spending, \$22,495,804 was spent of that total spend \$3,034,128 was spent with MBE/WBE resulting in a 13.5% utilization rate.

\$1,505,071 on MBE

\$1,464,456 on WBE

\$64,600 on MWBE

**Regional Spend:** The report highlighted that 68.6% of the total eligible spending was regional, while 31.4% was outside the region.

Boggs inquired about the decrease in utilization. Jones stated there is not a clear breakdown on the drop. Overall spending occurred and the M/W spending did not occur at the same pace. Jones stated she would look into what causes of that.

Miller inquired about professional services being a part of the eligible spend, Jones stated she will check to see what all constitutes as eligible and circle back.

### III. DPW:

Szymanski presented the DPW reports:

Three bids were awarded at the August BPW meeting –

Riverfront West Urban Neighborhood Development

Awarded to C&E Excavating Inc. for \$5,979,535

MBE Goal – 1.76%

WBE Goal – 4.67%

Mayflower Rd. to State Line Reconstruction

Awarded to Milestone Contractors L.P. for \$515,956

MBE Goal – 3.47%

WBE Goal – 5.71%

2025 Neighborhood Services & Enforcement Demolitions

Awarded to Ritschard Bros., Inc. for \$270,559

MBE Goal – 1.3%

WBE Goal – 4.7%

Two project completion –

Potawatomi Pool Demolition – Green Demolition Contractors, Inc.

Final Amount - \$195,900

MBE final goal was 5.49% - exceeded goal by 4.17%

WBE final goal was 1.98% - below goal by (2.71%)

South Bend Medical Foundation Demolition – MRD Group, Inc.

Final Amount - \$1,638,562.50

MBE final goal was 6.15% - exceeded goal by .95%

WBE final goal was 1.23% - below goal by (3.9%)

One bid was awarded at the September BPW meeting –

Grand Trunk Western Railroad Water Main Replacement at S. 30<sup>th</sup> St. & Greenlawn Ave.

Awarded to HRP Construction, Inc. for \$656,292

MBE Goal – 1.82%

WBE Goal – 4.46%

Two project completion –

Bercliff Estates Sewer Separation – Milestone Contractors, L.P.

Final Amount - \$662,940

MBE final goal was 2.2% - exceeded goal by .7%

WBE final goal was 1.98% - exceeded goal by .96%

2023 Concrete Repairs – Milestone Contractors, L.P.

Final Amount - \$2,799,000

MBE final goal was 3.08% - exceeded goal by .56%

WBE final goal was 5.73% - exceeded goal by .60%

#### **IV. Office of Diversity and Inclusion:**

Jones updated on 2025 Supplier Access Summit which took place on October 9<sup>th</sup>. She covered the feedback from participants which was positive. There were 5 businesses that participated in the pitch competition and the business that the judges chose was Indiana Elite Cleaning. This is a business seeking to move into a General Contractor role. She stated that next year our guidelines for the pitch competition will be more tailored to businesses that we can shop with. Jones stated that the location was donated to us by Goodwill Industries and the CEO of Goodwill spoke to the participants.

Jones touched on the start of a new disparity study and thoughts on putting out the new RFP.

Allen inquired on Public Works being the focus to place goals on, Miller stated there was more opportunity at the time on PW projects and stated it should have been on overall spend.

Jones invited the board to the TradeSpark Meet and Greet. This program was a partnership with a local mentoring organization who teaches entrepreneurial education. Lake City bank was an additional partner and individuals will be able to gain access to a financial product that allows them to get business funding.

#### **V. New Business:**

#### **VI. Old Business:**

#### **VII. Announcements:**

Bogg announced the 100 Black Men of Greater South Bend, Inc. Gala

#### **VIII. Floor Open to the Public -**

Adjournment :

Miller adjourned Boggs seconded

