


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: August 11, 2020

TO: Edward W. Podczerwinski, Director of Monitoring and Research

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: 21-100-11, Collection, Shipment, and Analysis of Water Samples from the Thornton Composite Reservoir and Monitoring Wells and Analysis of Monitoring Well Samples from the McCook Reservoir Site

Our review of this contract indicates that due to the various items under the scope, Affirmative Action goals of 20% MBE and/or WBE and 10% SBE should be included. Appendix V should not be included.

- The following language should be included in bold in the Invitation to Bid: "The Affirmative Action Goals for this contract are 20% Minority Business Enterprises and/or Women Business Enterprises (WBE) and 10% Small Business Enterprises (SBE)."
- On Page 1 of 2 of the "IMPORTANT NOTE TO BIDDERS AND NON-BIDDING PLANHOLDERS CHECKLIST FOR BIDDERS" remove the 7th bullet point and all references to Appendix D and Appendix V. Replace with:

AFFIRMATIVE ACTION

It is the policy of the District that Minority, Small and Women's Business Enterprises shall have the maximum practicable opportunity to participate in the performance of the contracts or subcontracts. If such qualifications are present, they should be described in your proposal and will be taken into consideration in awarding the contract (See Appendix A).

1. Describe your policy/practice of recruiting Minority, Small and Women's businesses for the provision of professional services.
 2. Identify the names for Minority, Small and Women businesses and other vendors to be utilized for this proposal and a description of the services to be provided.
 3. Furnish the estimated percentages of work to be performed by your Minority, Small and Women businesses with the proposal.
- On Page 2 of 2 of the "IMPORTANT NOTE TO BIDDERS AND NON-BIDDING PLANHOLDERS CHECKLIST FOR BIDDERS" remove the 1st bullet point and all references to Appendix D.

- On Page 2 of 2 of the “IMPORTANT NOTE TO BIDDERS AND NON-BIDDING PLANHOLDERS CHECKLIST FOR BIDDERS” remove the 2nd bullet point and all references to Appendix V.

The Appendix A itself should be inserted as an appendix (see attached).

If you have any questions, please contact PJ Spencer, Diversity Officer, at extension 1-5876.

RDB/PCS
Attachment

c: Ms. Darlene A. LoCascio, Director of Procurement and Materials Management
Morakalis, Cornier, May, Abozir, File (2)