

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: August 24, 2020

TO: John P. Murray, Director of Maintenance and Operations

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: **Goal Review for Contract 20-903-31 – Furnish, Deliver and Install Coarse Screens at the Stickney Water Reclamation Plant**

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hour breakdown by trades. The work under this contract should be classified as "General and Heavy Construction." The Socially and Economically Disadvantaged goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran Business Enterprise (VBE) individual goals set at **20% MBE, 10% WBE, 10% SBE and 3% VBE. A 100% Supplier's Exception** is recommended. The apprentice requirements for this contract are 600 Minority Hours and 210 Female Hours. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

In addition:

The total contract value subject to the MBE/WBE/SBE and VBE goals set for this contract will be reduced by \$1,884,000.00, based on the sole source procurements required.

- A Pre-Bid Conference should be conducted
- A Suppliers Exception **has** been recommended
- The Affirmative Action Ordinance Revised Appendix D, dated May 21, 2020, must be included
- Appendix K **should** be included
- Assist Agencies List **must** be included
- Appendix C **must** be included
- Appendix V **must** be included

Also, please refer to the attached **Revised** Memo, dated February 1, 2019, for new boiler plate language. This language should be consistent in its incorporation in the Invitation to Bid, the Proposal, and the Agreement.

If you have any questions, please contact Denise Hardney, Diversity Officer at extension 1-4030.

RDB: DH
Attachment(s)

c: D. LoCascio, S. Morakalis, M. Grosko, S. Genser, M. Cavarretta, B. Kaunelis, L. Cornier, file