

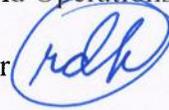
**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 9, 2021

**TO:** John Murray, Director of Maintenance and Operations

**FROM:** Regina D. Berry, Diversity Administrator



**SUBJECT:** **Goal Review of Contract 21-616-11 – Furnishing and Delivering Chillers Parts and Services to Various Locations**

We have reviewed the specifications for the subject contract and the material, labor, equipment, and man-hours breakdown by trades. The work under this contract should be classified as “Miscellaneous Building Construction.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) individual goals are: **10% MBE and/or WBE and 10% SBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

In addition:

- A Pre-Bid Conference should be conducted.
- A Suppliers Exception **has not** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated May 21, 2020, **must** be included.
- Appendix K **should not** be included.
- Assist Agencies List **must** be included.
- Appendix C **must** be included.
- Appendix V **should not** be included.
- The following language **must** be included: “**The Contractor agrees to use the District’s online compliance monitoring system administered by the Diversity Section for payment and reporting purposes, in order to fulfill the Affirmative Action Program requirements.**”

Also, please refer to the attached **Revised** memo, February 22, 2021, 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 Diversity Officer, Malisa Torres, at extension 1-5711.

RDB:MGT

Attachments

c: LoCascio, Cornier, Morakalis, Grosko, Genser, Sportiello, Torres, file