

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

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 1, 2021

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

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

**SUBJECT:** Goal Review of Contract 21-970-11 – Janitorial Services at Various Locations – Group C

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: **20% MBE, 10% WBE and 10% SBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The following language should be included in the Invitation to Bid, the Proposal, and the Agreement:

“It is required that the prospective Bidder indicates participation on either Group A or Group C, by signing each applicable Utilization Plan (Exhibit A) contained with the Contract Document. If the bidder chooses to participate on only Group A, or only Group C, it should be clearly indicated by writing “No Bid” on the unused Utilization Plan.”

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.
- Two copies (one for Group A and one for Group C) of the MBE, WBE, SBE Utilization Plan, Waiver Request and the MBE, WBE, SBE Subcontractor’s Letter of Intent (Pages UP-1 thru UP-7) **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, Lopez, Torres, file