

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration, **DATE:** May 31, 2024  
Diversity Section

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

**FROM:** Richard L. Martinez, Jr., Acting Diversity Administrator RLM/PCS

**SUBJECT:** **Goal Review of Contract 25-699-11, Services of Heavy Equipment with Operators – Group B**

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 “Excavation Services.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **20% MBE, 9% WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal and the Agreement.

The following language pertaining to Special Provisions for Apprentices, as specified in Appendix K “Declaration of Policy Special Provisions for Apprenticeships” should be included in the Invitation to Bid, the Proposal, the Agreement and elsewhere in the contract documents where goals are mentioned:

The Bidder agrees to fulfill the Special Training Provisions for Apprentices as specified in Appendix K and to provide training opportunities throughout the life of the contract. For the purpose of this contract, the Special Training Provisions for Apprentices are **380** minority and/or female hours.

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 B, by signing each applicable Utilization Plan (Exhibit A) contained within the Contract Documents. If the bidder chooses to participate on only Group A, or only Group B, it should be clearly indicated by writing “No Bid” on the unused Utilization Plan.”

In addition:

- A Pre-Bid Conference **must** be conducted.
- A Suppliers Exception **has not been** recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included.

- Appendix K **must** be included.
- Assist Agencies List **must** be included.
- Appendix C **must** be included.
- Appendix V **must** be included.
- **The following language must be included: “The Contractor must use the District’s online compliance monitoring system administered by the Diversity Section for payments and reporting purposes, in order to fulfill the Affirmative Action Program requirements.”**

Also, please refer to the attached **Revised** Memo, dated June 14, 2023, 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, Susan M. Schaefer, at extension 1-4043.

RLM/SMS  
Attachment

cc: LoCascio, Morakalis, Skawski, Frost, Cangialosi, Cornier, Lopez, Valdez, file