

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: October 6, 2022

TO: Catherine O'Connor, Director of Engineering

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: **98% Review for Contract No. 20-160-4H "TARP Mainstream Dropshaft DS-M73E at Armitage Avenue, SSA"**

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 "Construction Services". The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Veteran-Owned Business Enterprise (VBE) and Small Business Enterprise (SBE) individual goals are: **20% MBE and/or WBE, 10% SBE, and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

Furthermore, the following language pertaining to **Special Training 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, and the Agreement, and elsewhere in the contract documents where goals are mentioned:

*"The Bidder agrees to fulfill the Special Training for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special Training for Apprentices are **1290 Minority and 460 Female Hours** for the purpose of this contract".*

In addition:

- A Pre-Bid Conference **should** be conducted
- A Suppliers Exception **has been** recommended
- The Affirmative Action Ordinance Revised Appendix D, dated June 2, 2022, **must** be included
- Appendix K **must** be included
- Appendix C **must** be included
- Appendix V **must** be included
- Exhibit C **must not** be included
- Assist Agencies List **must** 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 memo, dated June 9, 2022, 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, Jason H. Bullock, at extension 14038.

RDB:JHB

Attachment(s)

c: LoCascio, Cornier, Morakalis, B. Patel, Bullock, file