

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** April 9, 2024

**TO:** Catherine O'Connor, Director of Engineering

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

*RLM/PCS*

**SUBJECT: Contract 08-174-3D, Battery A Improvements and Battery B Installation of Mechanical Mixers – 100% Review**

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 "General Construction." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise individual goals are: **20% MBE, 10% WBE, and 3% VBE. The MBE, WBE and VBE Utilization goals do not apply to the portion of work identified in the contract as Allowance Items, Contingency Items, and Unit Price Items.** The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The MBE, WBE, and VBE utilization goals do not apply to the portion of the work assigned to the sole source supplier Flygt for materials and services for the mixes in the amount of \$1,752,027.06. The MBE, WBE, and VBE utilization goals do not apply to the portion of the work assigned to the sole source work assigned to supplier Emerson for the materials and services for DCS engineering, equipment, and appurtenances in the amount of \$302,205.00.

*The Bidder agrees to fulfill the Special Training Provisions 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 Provisions for Apprentices are 2710 Minority and 960 Female hours for the purpose of this contract.*

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 Agency 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**

**payment 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 Desirée Foster, Diversity Officer, at extension 1-4036.

RLM:DAF

Attachment

cc: D. LoCascio, G. Ross, S. Morakalis, N. Lopez, L. Cornier, file