

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: May 1, 2024

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

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

SUBJECT: **Goal Review of Contract 24-651-21 – “Remove and Replace Pavement at Various Locations.”**

We have reviewed the specifications for the subject contract and the material, labor and equipment breakdown. The work under this contract should be classified as “Road Construction.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals are 20% MBE, 10% WBE and 3% VBE. The goals should be specified in the Invitation to Bid, the Proposal and the Agreement.

In addition:

- A Pre-Bid Conference **must** be conducted.
- A Suppliers Exception **has** been recommended.
- The Affirmative Action Ordinance Revised Appendix D dated December 31, 2022, **must** be included.
- Appendix K **should not 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 payment and reporting purposes, in order to fulfill the Affirmative Action Program requirements.**”

Also, please refer to the attached 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 Ms. Ouidie.M. Pollard, Diversity Officer at extension 1-3029.

RLM:omp

Attachments

cc: LoCascio, Cornier, Morakalis, Valdez, Lopez, Skwaski, Genser, Frost