

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, **DATE:** March 10, 2020
Diversity Section

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

FROM: 
Regina D. Berry, Diversity Administrator

SUBJECT: **Revised Goal Review of Contract 20-613-11 – Scavenger Services at Various Service Areas**

We have reviewed the documents and specifications for the subject contract. The work required by this contract should be classified as "Hauling Services". The associated Minority Business Enterprise ("MBE"), Women's Business Enterprise ("WBE") and Small Business Enterprise ("SBE"), individual "Tailored Goals" are: **20% MBE and/or WBE and 10% SBE for Groups A, B, C, D and E** of this contract.

Affirmative Action goals are **not applicable** to **Groups F and G** of this contract, as the total contract value of these groups is \$52,700.00 and \$21,200.00 respectively. Neither group meets the \$100,000.00 coverage threshold required by Section 4 of Affirmative Action Ordinance Revised Appendix D, dated June 4, 2015 (hereafter, "Appendix D"). The referenced "Tailored Goals" should be specified in the Invitation to Bid, the Proposal and the Agreement.

It is required that the Prospective Bidder indicate participation on at least one of **Groups A, B, C, D or E** by signing all applicable Utilization Plans (Exhibit A), contained with the Contract Documents. *If the Bidder chooses not to participate in any particular group, that should be clearly indicated by writing "No Bid" on each Utilization Plan associated with the Bidder's non-participation on the applicable group.*

In addition:

- A Pre-Bid Conference should be conducted.
- A Supplier's Exception **has not** been recommended.
- Five copies (one for each of Groups A through E) of Appendix D **must** be included.
- Five copies (one for each of Groups A through E) of the MBE, WBE, SBE Utilization Plan, Waiver Request and the MBE, WBE, SBE Subcontractor's Letter of Intent (Pages UP-1 through UP-7) **should** be included.
- Appendix K **should not** be included.
- Appendix C **must** be included.
- The Assist Agencies List **must** be included.
- Appendix V **should not** be included.

Also, please refer to the attached **Revised** memo dated August 15, 2016, 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 questions concerning this review, please contact Fred Fortier, Diversity Officer at extension 1-4032.

RDB:FLF

Attachment

C: D. LoCascio, S. Morakalis, E. Staudacher, B. Kaunelis, M. Grosko, S. Genser, D. Hill, L. Cornier, F. Fortier, file