

## INTEROFFICE MEMORANDUM

### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** June 27, 2025

**TO:** Pinakin Desai, Acting Director of Maintenance & Operations

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

**SUBJECT:** Goal review for Contract 25-821-21, Furnish, Deliver & Install Grit Screw Conveyors at the Calumet Water Reclamation Plant – **2<sup>nd</sup> Revision**

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 “Mechanical.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran 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.

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.
- Assist Agency List **must be** included.
- Appendix C **does not apply**.
- Appendix K **does not apply**.
- 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, 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 14036.  
RLM:DAF

Attachment

cc: LoCascio, Morakalis, Cavarretta, Skawski, Matias, Kursell, Ryan, Cornier, Kunath, Lopez, Valdez, Wunderlich, file