

## INTEROFFICE MEMORANDUM

### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** March 19, 2025

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

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

*Richard L. Martinez, Jr.*

**SUBJECT: Goal Review for Contract 25-624-21 – Sludge Pump Improvements at Various Locations - Revised**

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hour 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-Owned 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.

Furthermore, the following language pertaining to Special Training Provisions for Apprentices as specified in the Appendix K “Declaration of Policy Special Provisions for Apprenticeships” should also be included in the Invitation to Bid, the Proposal, and the Agreement:

“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 for the Special Training for Apprentices are **410 Minority Hours** and/or **Female Hours** for the purpose of this contract.”

In addition:

- A Pre-Bid Conference **must** be conducted
- A Suppliers Exception **has** been recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included
- Appendix K **must** 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 **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 Denise Hardney at 1-4030.

RLM:DH

Attachment(s)

c: D. LoCascio, S. Morakalis, M. Matias, M. Cavarretta, P. O' Leary, PJ Spencer, L. Cornier, D. Hardney, file