

**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration **DATE:** May 19, 2023  
Diversity Section

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

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

**SUBJECT:** **Goal Review of Contract 22-601-21 – Furnish, Deliver and Install Filter Bags at the Calumet Water Reclamation Plant**

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 Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran-Owned Business Enterprise (VBE) individual tailored goals associated with this contract are: **10% MBE and/or WBE**. These goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

In addition:

- The Affirmative Action Ordinance Revised Appendix D dated December 1, 2022, (“Revised Appendix D”) **must be included**.
- A **Mandatory Pre-Bid Conference must be** conducted per Revised Appendix D, *Section 7 (h)*
- A Suppliers Exception **has not** been recommended.
- Appendix K **should not be included**.
- Assist Agencies List **must be included**.
- Appendix C **must be included**.
- Appendix V **should not be included**.
- The following language **must be included**: “**The Contractor agrees to 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 May 18, 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 questions concerning this goal review, please contact Fred Fortier, Diversity Officer, at extension 1-4032.

RLM:FF

Attachments

c: LoCascio, Cornier, Morakalis, Staudacher, Skawski, Kursell