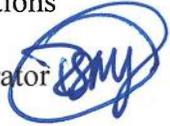


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, **DATE:** June 25, 2024
Diversity Section

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

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

SUBJECT: **Goal Review of Contract 24-638-21, "HVAC Improvements at Various Locations (Group B)."**

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-Owned Business Enterprise (VBE) individual goals for **Group B** are: **20% MBE, 9% WBE and 3% VBE. The MBE, WBE and VBE Utilization goals do not apply to any portion of work identified in the contract as Allowance Items, Contingency Items, and Unit Price Items.** The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The Prospective Bidder is required to indicate its participation in **Group B**, by signing all applicable Utilization Plans (Exhibit A), contained with the Contract Documents. *If the Bidder chooses not to participate in any group, that should be clearly indicated by writing "No Bid" on each Utilization Plan associated with the Bidder's non-participation in the applicable group.*

In addition:

- A Pre-Bid Conference **must be** conducted.
- A Supplier Exception **is not** recommended.
- One copy of The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included.
- One copy of the MBE, WBE, Utilization Plan, Waiver Request, and the MBE, WBE, Subcontractor's Letter of Intent (Pages UP-1 through UP-6) **must be included and labeled Group B.**
- Appendix K **must not** be included.
- Appendix C **must** be included.
- Assist Agencies List **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 questions concerning this review, please contact Diversity Officer Fred Fortier at extension 1-4032.

RLM: FF

Attachments

C: D. LoCascio, S. Morakalis, M. Cavarretta, P. O’Leary, L. Cornier, N. Lopez, M. Valdez, J. Skawski