

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

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** September 24, 2024

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

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

*Richard L. Martinez, Jr.*

**SUBJECT:** Goal Review of Contract 25-690-11 – Beneficial Reuse of Biosolids from LASMA and CALSMA – Groups A and 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 “Hauling Services.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **20% MBE and 13% WBE for Groups A and B.** Affirmative Action goals are applicable only to the hauling portions in Group A: Items A1 and A3 and Group B: Items B1 and B3. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The following language should be included in the Invitation to Bid, the Proposal, and the Agreement:

“It is required that the prospective Bidder indicates participation on either Group A or Group B, by signing each applicable Utilization Plan (Exhibit A) contained with the Contract Document. If the bidder chooses to participate on only Group A, or only Group B, it should be clearly indicated by writing “No Bid” on the unused Utilization Plan.”

In addition:

- A Pre-Bid Conference **must be** conducted.
- A Suppliers Exception **has not** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included.
- Two copies (one for Group A and one for Group B) of the MBE, WBE Utilization Plan, Waiver Request and the MBE, WBE Subcontractor’s Letter of Intent (Pages UP-1 thru UP-6) **must be** included.
- Appendix K **must not** be included.
- Assist Agencies List **must be** included.
- Appendix C **must be** included.
- Appendix V **must not** 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 Diversity Officer, Malisa Torres, at extension 1-5711.

RLM:MGT

Attachments

c: LoCascio, Kunath, Cornier, Morakalis, Valdez, Lopez, Genser, Skawski, Frost, Gierut, Haucke