

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration, **DATE:** October 11, 2024
Diversity Section

TO: Shellie A. Riedle, Administrative Services Officer

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

SUBJECT: **Goal Review of Contract 25-408-11, Janitorial Services for the Main Office Building Complex**

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 “Miscellaneous Building Construction.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned 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 not been** recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included.
- Appendix K **should not** 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 payments 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 Diversity Officer, Susan M. Schaefer, at extension 1-4043.

RLM/SMS

Attachments

cc: LoCascio, Morakalis, K. Lopez, Cornier, Kunath, N. Lopez, Valdez, file