


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: March 17, 2022

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

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: **Goal Review Contract 22-614-11, Elevator Maintenance at Various Locations**

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 Socially and Economically Disadvantaged tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Small Business Enterprise (SBE) individual goals are: **20% MBE and/or WBE and 10% SBE**. 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 Appendix K "Declaration of Policy Special Provisions for Apprenticeships" should be included in the Invitation to Bid, the Proposal, the Agreement, and elsewhere in the contract documents where goals are mentioned:

*"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 of the Special Training for Apprentices for the purpose of this contract are **730 Minority and/or** for the purpose of the contract".*

In addition:

- A Pre-Bid Conference **should be** conducted.
- A Suppliers Exception **has not** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 2, 2021, **must** be included.
- Appendix K **should** 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, January 6, 2022, 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, Chase Carthen, at extension 1-4043.

RDB:CEC

Attachments

c: LoCascio, Cornier, Morakalis, Rivero, Carthen, file