


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: June 27, 2025

TO: Pinakin Desai, Acting Director of Maintenance and Operations

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

SUBJECT: **Goal Review of Contract 25-654-11, Furnish and Deliver Parts and Repair Services for Sluice Gate Valve Actuators - Revised**

We have reviewed the specifications for the subject contract and the material, labor and equipment breakdown. 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 are “Tailored”: **10% MBE and/or 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 been** recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included.
- Appendix K **does not apply**.
- Assist Agencies List **must be** included.
- Appendix C **does not apply**.
- 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, 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, Desirée Foster, at extension 1-4036.

RLM:DAF

Attachments

cc: LoCascio, Morakalis, Cavaretta, Skawski, Matias, Sobanski, Cornier, Lopez, Kunath, Valdez, Wunderlich