INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, Diversity Section **DATE:** May 4, 2020

TO: Catherine A. O'Connor, Director of Engineering

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: **98% Review of Contract No. 19-157-3P "Installation of Mechanical Mixers at Stickney WRP"**

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 disadvantage individual goals for Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE) and Veteran Business Enterprises (VBE) are: **20% MBE, 9%WBE, 10% SBE and 3% VBE**. We recommend a **100% Supplier Exception**. 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 Apprentices" should be included in the Invitation to Bid, the Proposal, and 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 are **890 Minority Hours and 320 Female Hours** for the purpose of this contract".*

Below are the items that need to be updated:

- **On page I-5, (5th paragraph); page P-6 (4th paragraph)** – replace the sentence, *"The work under this Contract is classified as "General and Heavy Construction".... to read as "The work under this Contract is classified as Mechanical...."*

In addition:

- A Pre-Bid Conference **should** be conducted
- A Suppliers Exception **has** been recommended
- The Affirmative Action Ordinance Revised Appendix D, dated June 4, 2015, **must** be included
- Appendix K **must** be included
- Appendix C **must** be included
- Appendix V **must** be included
- Exhibit C **must not** be included
- Assist Agencies List **must** be included

Due to the ratio of materials and equipment and per authorization by the Director of Procurement and Materials Management, the following language should be added on Page AU-1:

"The Director of Procurement and Materials Management has granted an exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D. This exception will allow the bidder to utilize MBE, WBE or SBE Suppliers for 100% goal attainment in their respective categories".

Also, please refer to the attached memo, dated February 1, 2019, 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, Jason H. Bullock, at extension 1-4038.

RDB:JHB

Attachments

cc: LoCascio, Cornier, Morakalis, Busza, Bullock, file