

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: May 28, 2024

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

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



SUBJECT: Revised Goal Review of Contract 24-635-51 Group A, Reservoir Mowing at Various Locations in Cook County, Illinois

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 "Landscaping." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals are: **20% MBE, 10% WBE, and 3% VBE for Group A.** 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 **must 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 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 Desirée Foster, Diversity Officer, at extension 1-4036.

RLM:DAF

Attachment

c: D. LoCasco, L. Cornier, S. Morakalis, J. Skawski, F. Monteiro, J. Cangialosi, file

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OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: May 28, 2024

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

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



SUBJECT: Revised Goal Review of Contract 24-635-51 Group B, Reservoir Mowing at Various Locations in Cook County, Illinois

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 "Landscaping." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals are: **20% MBE, 10% WBE, and 3% VBE for Group B.** 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 **must not be** included.
- Assist Agencies List **must be** included.
- Appendix C **must be** included.
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