

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: June 30, 2025

TO: Pinakin Desai, Acting Director of Maintenance & Operations

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

SUBJECT: Goal Review of 26-674-11, Furnish and Deliver Repair Parts and Services for Trucks and Trailers at Various Locations

We have reviewed the specifications for the subject contract and the material, labor, and equipment. The work under this contract should be classified as “Automotive Maintenance.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **5% MBE and/or WBE**. 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.
- Assist Agencies List **must be** included.
- Appendix C **does not apply**.
- Appendix K **does not apply**.
- Appendix V **should not 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 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 Reese Peavy at peavyr@mwr.org.

RLM/RP

Attachments

cc: D. LoCascio, S. Morakalis, M. Cavaretta, J. Skawski, M. Matias, P. Sobanski, L. Cornier, P. Kunath, N. Lopez, M. Valdez, H. Wunderlich, file