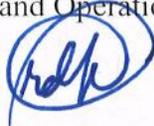


**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration, **DATE:** August 18, 2022  
Diversity Section

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

**FROM:** Regina D. Berry, Diversity Administrator 

**SUBJECT:** **Goal Review Contract 23-674-11, Furnish and Deliver 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 "Hauling." 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.

In addition:

- A Pre-Bid Conference **must be** conducted.
- A Suppliers Exception **has not** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated June 2, 2022, **must be** included.
- Appendix K **should not** 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, June 9, 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, Sobanski, Carthen, file