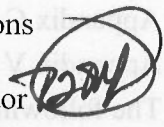


**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** September 25, 2023

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

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

**SUBJECT:** Goal Review of Contract 24-618-11 – Furnish and Deliver HVAC and Refrigeration Parts and Services to Various Service Locations – Groups A, B and C

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 Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals for each Group (Groups A, B, and C) are: **20% MBE and/or WBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

*The Contractor shall furnish, on an as-needed basis, the repair services of fully qualified Technicians and all necessary labor, tools, materials, instruments, equipment, parts, supplies, gases, consumables, insurance, expertise, supervision, management, transportation, and appurtenances necessary to service, regulate, adjust, and repair HVAC and refrigeration equipment at the various locations for a 36-month period.*

The following language should be included in the Invitation to Bid, the Proposal, and the Agreement:

“It is required that the prospective Bidder indicates participation on either Group A, Group B or Group C, by signing each applicable Utilization Plan (Exhibit A) contained with the Contract Document. If the bidder chooses to participate on only Group A, Group B or Group C, it should be clearly indicated by writing “No Bid” on the unused Utilization Plan.”

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.

- Three copies (one for each Group) of the MBE/WBE Utilization Plan, Waiver Request and the MBE/WBE Subcontractor's Letter of Intent (Pages UP-1 thru UP-6) **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 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, Malisa Torres, at extension 15711.

RLM:MGT

Attachments

c: LoCascio, Cornier, Morakalis, Genser, Skawski, O'Leary, Torres, file