

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

**DEPARTMENT:** General Administration, **DATE:** April 7, 2022  
Diversity Section

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

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

**SUBJECT:** **Goal Review of Contract 22-942-11 Group B - Job Order Contracting Services**

We have reviewed the specifications for the subject contract and the associated costs break-down. The work under this contract should be classified as "General Construction." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **20% MBE, 10% WBE, 10% SBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

In addition:

- A Pre-Bid Conference should be conducted.
- A Suppliers Exception **has not** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 2, 2021, **must** be included.
- Appendix K **should not** be included.
- Assist Agencies List **must** be included.
- Appendix C **must** be included.
- Appendix V **should** be included.

If you have any questions, please contact Diversity Officer, PJ Spencer, at extension 1-5876.

RDB:PCS

c: LoCascio, Cornier, Morakalis, Kappel, May, Skawski, Cavarretta, file (2)