

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: October 21, 2022

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

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: **REVISED - Review for Contract No. 23-659-11, Agricultural Management, Agricultural Fieldside Mowing and Fence Installation and Repair at Fulton County, Illinois (Group B)**

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 "Construction Services." The associated individual tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) are: **20% MBE and/or WBE, and 10% SBE for the Agricultural Fieldside Mowing (Group B)**. 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 June 2, 2022, **must** be included
- Appendix K **must not** be included
- Appendix C **must** be included
- Appendix V **must not** be included
- Exhibit C **must not** be included
- Assist Agencies List **must** 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 memo, dated 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, Jason H. Bullock, at extension 14038.

RDB:JHB
Attachment(s)

c: LoCascio, Cornier, Morakalis, Skawski, Grosko, Bullock, file