

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: December 4, 2024

TO: Dr. Catherine O'Connor, Director of Engineering

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

Richard L. Martinez, Jr.

SUBJECT: Goal Review of Contract 22-093-2M, HVAC Improvements to UV Building and Switchgear Building, O'Brien Water Reclamation Plant – 98% Review

We have reviewed the specifications for the subject contract and the material, labor and equipment breakdown. The work under this contract should be classified as “Mechanical.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **20% MBE and/or WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

*The Bidder agrees to fulfill the Special Training Provisions for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special training Provisions for Apprentices are **180 Minority and/or Female hours** for the purpose of this contract.*

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.
- Appendix K **must be** included.
- Assist Agencies List **must be** included.
- Appendix C **must be** included.
- Appendix V **must 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 the 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 Desirée Foster, Diversity Officer, at extension 1-4036.

RLM:DAF

Attachments

c: LoCascio, Morakalis, Cornier, Lopez, Sportiello, Vega, Valdez, Kunath