

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, **DATE:** December 22, 2023
Diversity Section

TO: Catherine O'Connor, Director of Engineering

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

SUBJECT: **Goal Review of Contract 20-861-2E, Replacement of Telemetry,
Various Locations – 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 "Electrical." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals are: **13% MBE, 7% 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 190 Minority and/or Female hours for the purpose of this contract.

In addition:

- A Pre-Bid Conference **must be conducted.**
- A Suppliers Exception **has 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, 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, Desirée Young, at extension 1-4036.
RLM:DY

Attachments

c: D. LoCascio, L. Cornier, S. Morakalis, N. Lopez, M. Valdez, N. Patel, Young, File