

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: June 2, 2021

TO: Shellie A. Riedle, Budget Officer

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: **Goal Review of Contract 21-416-11 – Provide Operating Engineering and Related Trade Services to the Main Office Building Complex for a Thirty-Six (36) Month Period**

We have reviewed the detailed specifications for the subject contract, the list of work tasks and corresponding estimated costs, the draft agreement, proposal, and invitation. The work under this contract should be classified as "Mechanical." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) individual goals are: **2% MBE and/or 2% WBE and 2% SBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement. The Supplier's Exception should be specified on page AU-1.

In addition:

- A Pre-Bid Conference should be conducted.
- A Suppliers Exception has been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated May 21, 2020, 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 the attached **Revised** memo, February 22, 2021, 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, PJ Spencer, at extension 1-5876.

RDB:PCS

Attachments

c: LoCascio, Cornier, Morakalis, Markovich, Spencer, file