

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

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** July 1, 2025

**TO:** Shellie A. Riedle, Administrative Services Officer

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

*Richard L. Martinez, Jr.*

**SUBJECT: Goal Review of Contract 25-404-21 Furnish, Deliver, and  
Install One Chiller at the Main Office Building - Revised**

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 “Miscellaneous Building Construction.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **3% MBE and/or WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

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 **does not apply**.
- Assist Agencies List **must be** included.
- Appendix C **does not apply**.
- 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 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 Susan M. Schaefer, Diversity Officer, at 847/975-9074.

RLM/SMS

Attachments

c: D. LoCascio, S. Morakalis, K. Lopez, B. Awadallah, L. Cornier, P. Kunath, N. Lopez,  
M. Valdez, file