


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, **DATE:** June 9, 2020
Diversity Section

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

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: **Goal Review of Contract 20-689-11, Test and Repair Underground Storage Tanks at Various Locations**

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 "Mechanical." The associated Socially and Economically Disadvantaged tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Small Business Enterprise (SBE) individual goals are: **20% MBE and/or WBE and 10% SBE**. 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 4, 2015, **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.

Also, please refer to the attached **Revised** memo, August 15, 2016, 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, Chase Carthen, at extension 14043.

RDB:CEC

Attachments

c: LoCascio, Cornier, Morakalis, Grosko, Genser, Robles, Carthen, file