

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: September 1, 2022

TO: John Murray, Director of Maintenance and Operations

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: Goal Review of Contract 23-653-11 – Underground Infrastructure
Cleaning 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 “General Construction Services.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Small Business Enterprise (SBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **3% MBE and/or WBE, 3% 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 2, 2022, **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 attached **Revised** memo, June 9, 2022, 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, Malisa Torres, at extension 15711.

RDB:MGT

Attachments

c: LoCascio, Cornier, Morakalis, Grosko, Genser, Cavarretta, Skawski, Derylo, Sobanski, Torres, file

DATE: September 1, 2022

DEPARTMENT: General Administration

Diversity Section

John Murray, Director of Maintenance and Operations



Regina D. Bory, Diversity Administrator

FROM:

Goal Review of Contract 23-053-11 - Underground Infrastructure

SUBJECT:

Cleaning 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 "General Construction Services". The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Small Business Enterprise (SBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: 3% MBE and/or WBE, 3% 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 Supplier Exception has not been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated June 7, 2022, must be included.
- Appendix K should not be included.
- Assist Agencies List must be included.
- Appendix C must be included.
- Appendix Y 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 attached Revised memo, June 9, 2022, 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, Milla Torres, at extension 13711.

RDB:MCT

Attachment