


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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** July 18, 2019

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

**FROM:** Regina D. Berry, Diversity Administrator 

**SUBJECT:** **Document Review for Contract 19-654-12 (Re-Bid) – Furnish and Deliver Parts and Repair Services for Sluice Gate Valve Actuators**

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hour breakdown by trades. The work under this contract should be classified as "Mechanical." The Socially and Economically Disadvantaged goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) individual **'Tailored Goals'** set at **10% MBE and/or WBE, and 10% SBE**. There are no apprentice hours for this contract. **A 100% Suppliers' Exception has been recommended.** 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** 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 **must not** be included

Also, please refer to the attached **Revised Memo**, dated 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, Denise Hardney, at extension 14030.

RDB: DH  
Attachment(s)

c: D. LoCascio, S. Morakalis, L. Cornier, M. Grosko, D. Hardney, file