

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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** July 27, 2020

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

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

**SUBJECT:** **Revised Goal Review for Contract 18-703-31 – Furnish, Deliver and Install Fine Screens at the Kirie Water Reclamation Plant**

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 "General and Heavy Construction." The goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran Business Enterprise (VBE) are: **20% MBE, 10% WBE, 10% SBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement. **A 100% Supplier's Exception has been recommended.**

Furthermore, the following language pertaining to **Special Training Provisions for Apprentices**, as specified in Appendix K "Declaration of Policy Special Provisions for Apprenticeships" should also be included in the Invitation to Bid, the Proposal, the Agreement, and elsewhere in the contract documents where goals are mentioned:

*"The Bidder agrees to fulfill the Special Training for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special Training for Apprentices are 200 Minority and / or Female Hours for the purpose of this contract".*

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** be included
- Assist Agencies List **must** be included
- Appendix C **must** be included
- Appendix V **must** be included

Due to the ratio of materials and equipment and per authorization by the Director of Procurement and Materials Management, the following language should be added on Page AU-1:

*"The Director of Procurement and Materials Management has granted an exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D. This exception will allow the bidder to utilize MBE, WBE or SBE Suppliers for 100% goal attainment in their respective categories ".*

I have notified the Director of Procurement and Materials Management of my recommendation to amend the bid documents to allow a 100% exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D. The Director of Procurement and Materials Management's response will be forwarded upon our receipt.

Also, please refer to the attached **Revised** Memo, dated February 1, 2019, 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 Denise Hardney, Diversity Officer at extension 1-4030.

RDB:DH  
Attachment(s)

c: D. LoCascio, S. Morakalis, M. Kursell, J. Cavarretta, L. Cornier, file