


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: October 6, 2020

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

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: Goal Review of Contract 21-699-11 – Services for Heavy Equipment with Operators - Group A

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 "Excavation Services." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Veteran-Owned Business Enterprise (VBE) and Small Business Enterprise (SBE) individual goals are: **20% MBE, 9% WBE, 3% VBE and 10% SBE for Group A.** The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The following language should be included in the Invitation to Bid, the Proposal, and the Agreement.

"It is required that the prospective Bidder indicates participation on either Group A or Group B, by signing each applicable Utilization Plan (Exhibit A) contained within the Contract Documents. If the bidder chooses to participate on only Group A, or only Group B, it should be clearly indicated by writing "No Bid" on the unused Utilization Plan."

In addition:

- A Pre-Bid Conference **should** be conducted.
- A Suppliers Exception **has not** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated May 21, 2020, **must** be included.
- Appendix K **should not** be included.
- Assist Agencies List **must** be included.
- Appendix C **must** be included.
- Appendix V **must** be included.

Also, please refer to attached **Revised** memo, June 29, 2020, 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, Frost, Matias, Torres, file