

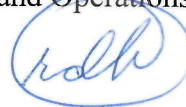
INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: October 16, 2020

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

FROM: Regina D. Berry, Diversity Administrator



**SUBJECT: Revised Goal Review of Contract 20-801-31, Furnish, Deliver, and
Install Replacement Gearboxes for SEPA Stations 2,3,4 & 5**

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 goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Small Business Enterprise (SBE) individual goals are: **20% MBE, 9 % 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** 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 **should not** be included.

Also, please refer to the 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, Chase Carthen, at extension 1-4043.

RDB:CEC

Attachments


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

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

DEPARTMENT: General Administration
Diversity Section

DATE: October 16, 2020

TO: Darlene A. LoCascio, Director of Procurement and Materials Management

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: Contract 20-801-31, Furnish, Deliver and Install Replacement Gearboxes for SEPA Stations 2,3,4 & 5- **Supplier's Exception**

The subject contract has been evaluated for affirmative action goals by the Diversity Section. Based on the contract estimates, this contract requires 88.13% materials, .5% equipment and 11.37% labor (see attachment).

Section 11(i) of the Affirmative Action Ordinance Revised Appendix D reads as follows:

Purchase of materials and supplies must be pre-approved if their purchase is related to goal attainment. Bidder may count payments to MBE, WBE or SBE regular dealers or manufacturers who offer only furnish and deliver contracts for materials and supplies for no more than twenty-five percent (25%) of each MBE, WBE or SBE goal, unless approved by the Administrator. If the bidder exceeds the supplier exception amount allowable as stated in the bid documents, the bid will be viewed as non-responsive.

Due to the nature of the subject contract, I recommend that the contract documents be amended to allow a 100% supplier's exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D.

Should you have any questions please contact Chase Carthen, Diversity Officer, on ext. 1-4043.

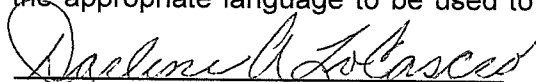
RDB:CEC

Attachments

c: Murray, Morakalis, Cornier, Carthen, file

10/19/2020

Regina Berry: I agree with your recommendation; your office should provide to M&O the appropriate language to be used to grant the exception.



cc: Murray/Carthen/Grosko/File