


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

**DEPARTMENT:** General Administration, **DATE:** October 8, 2020  
Diversity Section

**TO:** Beverly K. Sanders, Director of Human Resources

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

**SUBJECT:** **Goal Review of Contract No. 21-348-11, Services to Remove Hazardous Materials from Various District Locations, on an As-Needed Basis, for a Three-Year Period**

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), Small Business Enterprise (SBE) and Veteran-Owned Business Enterprises (VBE) goals 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.

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
- Appendix C **must** be included
- Appendix V **must** be included
- Exhibit C **must not** be included
- Assist Agencies List **must** be included

Also, please refer to the attached **Revised** memo, dated 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, Jason H. Bullock, at extension 14038.

RDB:JHB

Attachments (2)

cc: LoCascio, Cornier, Morakalis, Carlson, Turner, Bullock, file



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

**DEPARTMENT:** HUMAN RESOURCES

**DATE:** September 24, 2020

**TO:** Darlene A. LoCascio, Director of Procurement and Materials Management  
Susan T. Morakalis, General Counsel  
Regina Berry, Diversity Administrator

**FROM:** Beverly K. Sanders, Director of Human Resources

*Beverly K. Sanders*

**SUBJECT:** Review of Contract 21-348-11, Services to Remove Hazardous Materials from Various District Locations, on an As-Needed Basis, for a Three-Year Period

Attached for your review are contract documents for services to remove hazardous materials from various District locations over a three-year period. We request that you return the documents, with your review comments, by October 17, 2020.

Please note that we plan to obtain the authority to advertise this contract at the Board Meeting of October 2020, and plan to advertise the contract on November 2020, take bids on December 2020, and award the contract at a Board Meeting shortly thereafter.

Purchase Requisition 1549482 has been created to correspond with Contract 21-348-11.

Questions regarding this matter may be directed to Daphne Turner at extension 1-4027 or Jay Carlson at extension 8-4255.

BKS:EK:DT:JHC

cc (w/o attachments): D. Turner, J. Carlson

Attachments




## INTEROFFICE MEMORANDUM

### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration  
Diversity Section

DATE: June 29, 2020  
Revised

TO: Department Heads, Mmes. McElligott, Boyle

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: 2020 Affirmative Action Ordinance Revised Appendix D and 2019  
Appendix V Memo – Bid Responsiveness

On May 21, 2020, the **Affirmative Action Ordinance, Revised Appendix D** was revised and adopted by the Board of Commissioners. Accordingly, all contracts that contain Affirmative Action Goals must include the Revised Appendix D effective May 21, 2020. This change will apply to all contracts advertised after May 21, 2020.

Subsequently, on November 15, 2018, the **Appendix V** was adopted by the Board of Commissioners. Accordingly, all contracts that contain Veteran Participation Goals must include the Appendix V effective January 1, 2019. This change will apply to all contracts advertised after January 1, 2019.

The following language must be included in the Invitation to Bid, the Proposal, and the Agreement. The Ordinance sets the parameters of the process affecting the MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent and the Appendix V sets the parameters of the newly implemented process affecting the VBE Commitment Form.

1. Each Bidder must submit with their proposals a signed and completed **MBE, WBE, SBE Utilization Plan** which lists each business intended to be used as a MBE, WBE, SBE on pages UP-2, UP-3 and UP-4 and supplemental pages as necessary. **The Bidder must sign the Signature Section page on UP-5.** Failure to submit a signed MBE, WBE, SBE Utilization Plan will result in a bid being deemed non-responsive and the bid will be rejected. Also, if a Waiver is sought, the Bidder is required to sign pages UP-5 and UP-6, the Waiver Request Form; failure to do so will be viewed as non-responsive and the bid will be rejected.
2. Each Bidder must submit **with their bid package** an original or facsimile copy of **MBE, WBE, SBE Subcontractor's Letter of Intent, page UP-7** for each subcontractor listed on their MBE, WBE, SBE Utilization Plan. The submitted MBE, WBE, SBE Subcontractor's Letter of Intent must be completed and signed by the subcontractor and accompanied with a copy of the subcontractor's current Letter of Certification from a state, local government or agency or documentation demonstrating that the subcontractor is a MBE, WBE or SBE within the meaning of the **Affirmative Action Ordinance, Revised Appendix D**. Failure to submit the MBE, WBE, SBE Utilization Plan signed by the Bidder at the time of the bid opening and the MBE, WBE, SBE Subcontractor's Letter of Intent signed by each MBE, WBE, SBE will be viewed as non-responsive and the bid will be rejected.



3. If the Bidder exceeds the allowable **Supplier Utilization** amount which is stated in the bid documents, the bid will be viewed as non-responsive. Therefore, the Bidder may not exceed the use of a MBE, WBE, SBE supplier for more than 25% of each respective MBE, WBE, SBE goal, unless the Administrator has authorized a Supplier's Exception notated on page AU-1.
4. Each Bidder must submit with their proposals a completed **VBE Commitment Form** which lists each business intended to be used as a VBE. The Bidder must make a "**Good Faith Effort**" to identify eligible Veteran Owned-Businesses by completing the VBE Commitment Form. If the Bidder is unable to identify qualified VBE subcontractors capable of providing goods or services required by the contract, the Bidder must write "**no participation**" on the VBE Commitment Form. Where a Bidder has failed to meet the VBE participation goal, the Administrator shall require the Contractor to submit a Veteran's Business Enterprise Good Faith Efforts Documentation Request Form and provide additional documentation of its good faith efforts in attempting to fulfill the VBE goal.

Should you have any questions please contact Regina Berry on ext. 14035.

RDB

# ASSIST AGENCIES LIST

Metropolitan Water Reclamation District of Greater Chicago

## African American Contractors Association (AACA)

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## Asian American Small Business Association

John J. Lee  
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773-545-0600 Fax: 773-545-5449  
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## Association of Asian Construction Enterprises

Perry Nakachi  
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Chicago, IL 60609  
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## Black Contractors United (BCU)

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Carole Williams, Office Manager  
12000 S. Marshfield Ave.  
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## Cermak Road Chamber of Commerce

Jorge Linares, Founder  
2850 W. Cermak Road  
Chicago, IL 60623  
773-823-7390

## Chatham Business Association (CBA)

Melinda Kelly, Executive Director  
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## Chicago Minority Supplier

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## Chicago Urban League (CUL)

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## Coalition for United Community Action

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## Cosmopolitan Chamber of Commerce (CCC)

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## Elite SDVOB Network, Illinois Chapter

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## Federation of Women Contractors (FWC)

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## Hispanic American Construction Industry (HACIA)

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## Illinois Black Chamber of Commerce

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Illinois Department of Commerce  
And Economic Opportunity  
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