


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, **DATE:** May 7, 2021
Diversity Section

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

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: Goal Review of Contract No. 21-690-11, Beneficial Reuse of Biosolids
from LASMA and CALSMA, Groups A and Group B

We have reviewed the documents and specifications for the subject contract. The work under this contract should be classified as "Hauling Services". The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: 20% MBE, 13% WBE, 10% SBE and 3% VBE for Group A and Group B. 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 and/or Group B, by signing each applicable Utilization Plan contained with the Contract Document of each of these Groups, where the Bidder intends to submit a bid. If the bidder chooses to participate on only Group A, or only Group B, the bidder should clearly indicate this by writing "No Bid" on the unused Utilization Plan as applicable."

In addition:

- A Pre-Bid Conference **should** be conducted
- A Suppliers Exception **should not** be recommended
- Two copies (one for Group A and one for Group B) of the Affirmative Action Ordinance Revised Appendix D, dated May 21, 2020, **must** be included
- Two copies (one for Group A and one for Group B) of the MBE, WBE, SBE Utilization Plan, Waiver Request, and the MBE, WBE, SBE Subcontractor's Letter of Intent (Pages UP-1 thru UP-7) **should** 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
- The following language **must** be included: "The Contractor agrees to use the District's online compliance monitoring system administered by the Diversity Section for payment and reporting purposes, in order to fulfill the Affirmative Action Program requirements."

Also, please refer to the attached memo, dated February 22, 2021, 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

c: LoCascio, Cornier, Morakalis, Frost, Matias, Grosko, Genser, Bullock, file