

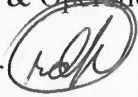
INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO

DEPARTMENT: General Administration  
Diversity Section

DATE: May 11, 2021

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

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: **Goal Review for Contract No. 21-645-11, "Boiler Tuning and Maintenance Services at the Various Locations."**

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 individual tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), and Veteran-Owned Business Enterprise (VBE) are: **20% MBE, 9% 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 **must 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 and/or concerns, please contact Diversity Officer, Ms. Ouidie Pollard, at extension 1-3029.

RDB:omp

Attachment(s):

cc: LoCascio, Cornier, Morakalis, Cavarretta, Kursell, Grosko, Regan, Pollard, file