

## INTEROFFICE MEMORANDUM

### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration  
Diversity Section

DATE: April 13, 2021

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

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: Goal Review for Contract No. 21-988-11, "Specialty Railroad Grade Crossing Signal System Services in the Stickney Service Area."

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 "Electrical." The associated individual tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Small Business Enterprise (SBE) are: **13% MBE, 7% WBE, and 10% SBE**. We recommend a **100% Supplier Exception**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The following language pertaining to **Special Training Provisions for Apprentices**, as specified in Appendix K "Declaration of Policy Special Provisions for Apprenticeships" should be included in the Invitation to Bid, the Proposal, and the Agreement, and elsewhere in the contract documents where goals are mentioned: *"There are no Apprentice Hours for the purpose of this contract."*

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 **must not** be included
- Appendix C **must** be included
- Appendix V **must not** 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, 2020, for new boiler plate language. This language should be consistent in its incorporation in the Invitation to Bid, the Proposal and the Agreement.

Per authorization by the Director of Procurement and Materials Management, the following language should be added on Page AU-1:

*"The Director of Procurement and Materials Management has granted an exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D. This exception will allow the bidder to utilize MBE, WBE or SBE Suppliers for 100% goal attainment in their respective categories."*

I have notified the Director of Procurement and Materials Management of my recommendation to amend the bid documents to allow a 100% exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D. The Director of Procurement and Materials Management's response will be forwarded upon our receipt.

If you have any questions and/or concerns, please contact Diversity Officer, Ms. Ouidie Pollard, at extension 1-3029.

RDB:omp

Attachment(s)

c: LoCascio, D., Morakalis, S., Cornier, L., Cavarretta, M., Kursell, M., Grosko, M., Regan, B., Martinez, R., file