


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

**DEPARTMENT:** General Administration, **DATE:** July 21, 2021  
Diversity Section

**TO:** Dr. Catherine O'Connor, Director of Engineering

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

**SUBJECT:** **Revised 98% Review of Contract 19-159-3P – Chemical Addition Backup System, SWRP**

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 Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran-Owned Business Enterprise (VBE) individual goals 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.

*The Bidder agrees to fulfill the Special Training Provisions for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special training Provisions for Apprentices are 570 Minority and 200 Female hours for the purpose of this contract.*

In addition:

*The MBE, WBE, SBE and VBE utilization goals do not apply to the work assigned to the portions of the DCS work included as part of the Negotiated Price Item with the DCS manufacturer Emerson (\$250,000.00).*

- 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 be** included.
- Assist Agency List **must be** included.
- Appendix C **must be** included.
- Appendix V **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 **Revised** 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.

Additionally, below are items that need to be updated in the Contract Documents, Volume 1 of 3:

- On pages I-3, P-6, and A-16 - **replace** – unless the Director of Procurement and Materials Management has authorized a Supplier's Exception ... **with** unless the Administrator has authorized a Supplier's Exception
- On pages I-4 and P-7 - **remove the paragraphs**, "If a waiver from the Affirmative Action Ordinance Revised ... three (3) days of receiving the written request."
- On pages I-4, P-7, and A-16 - **replace** - The associated tailored goals for this Contract are 12% Minority-owned Business Enterprise, 5% Women-owned Business Enterprise, 10% Small Business Enterprise, and 3% Veterans Business Enterprises ... **with** The associated goals are 20% MBE, 9% WBE, 10% SBE and 3% VBE.
- On page P-6 – **replace** – Each Bidder must submit **with their bid package** a copy of MBE, WBE, SBE Subcontractor's ... **with** Each Bidder must submit **with their bid package** an original or facsimile copy of MBE, WBE, SBE Subcontractor's
- On pages I-3 and A-17 – **replace** – The requirements of the Special Training Provisions for Apprentices are XX minority hours and XX females for the purposes of this contract ... **with** The requirements of the Special Training Provisions for Apprentices are 570 minority hours and 200 females for the purposes of this contract.
- On pages I-3-4, P-7, and A-17, **add the paragraph after 4. – 5. 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.**
- On page AU-1, **add the sentence**, "The Diversity Administrator 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 suppliers for 100% goal attainment in their respective categories."

If you have any questions, please contact Malisa Torres, Diversity Officer at 1-5711.

RDB:MGT

Attachments

c: LoCascio, Cornier, Morakalis, Rohloff, Szyszka, Torres, File