

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: August 5, 2021

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

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: **Goal Review for Contract 22-655-11 – Manhole and Infrastructure Repairs at Various Locations**

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hour breakdown by trades. The work under this contract should be classified as “Miscellaneous Building Construction.” The Socially and Economically Disadvantaged “**Tailored Goals**” associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran Business Enterprise (VBE) individual goals set at **17% MBE, 6%WBE, 10% SBE and 3% VBE**. The apprentice requirements for this contract are 230 Minority and/or Female Hours. 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** be included
- Assist Agencies List **must** be included
- Appendix C **must** be included
- Appendix V **must** be included

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.

If you have any questions, please contact Denise Hardney via e-mail at HardneyD@mwr.org and be sure to cc: MartinezR@mwr.org and BerryR@mwr.org.

RDB: DH
Attachment(s)

c: D. LoCascio, S. Morakalis, M. Grosko, R. Derylo, L. Cornier, D. Hardney, file