

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: August 27, 2025

TO: Pinakin Desai, Acting Director of Maintenance and Operations
FROM: Richard L. Martinez, Jr., Diversity Administrator *Richard L. Martinez, Jr.*
SUBJECT: Contract No. 26-677-11 Overhead Door Maintenance at Various Service Areas
(Group A)

We have reviewed the specifications for the subject contract and the material, labor and equipment. The work under this contract should be classified as “General Construction Services.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **7% MBE and/or 7% WBE**. The goals should be specified in the Invitation to Bid, the Proposal and the Agreement.

The following language also should be included in the Invitation to Bid, the Proposal and the Agreement.

“It is required that the prospective Bidder indicate participation in either Group A, Group B, or Group C by signing each applicable Utilization Plan (Exhibit A) contained in the Contract Document. If the Bidder chooses to participate only in Group A, Group B or Group C, this should be clearly indicated by writing “No Bid” on the unused Utilization Plan.”

In addition:

- A Pre-Bid Conference **must be** conducted.
- A Suppliers Exception **has not been** recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included.
- Appendix C **does not apply**.
- Appendix K **does not apply**.
- Appendix V **should not** be included.
- Assist Agencies List **must be** included.
- The following language **must be** included: “**The Contractor must 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, June 14, 2023, 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 Ayanna Walker, Diversity Officer, walkeral@mwrld.org.

RLM: AW

Attachment

cc: LoCascio, Morakalis, Cavarretta, Skawski, Matias, Antequino, Cornier, Kunath, Lopez, Valdez, Wunderlich,

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: August 27, 2025

TO: Pinakin Desai, Acting Director of Maintenance and Operations
FROM: Richard L. Martinez, Jr., Diversity Administrator *Richard L. Martinez, Jr.*
SUBJECT: Contract No. 26-677-11 Overhead Door Maintenance at Various Service Areas
(Group B)

We have reviewed the specifications for the subject contract and the material, labor and equipment. The work under this contract should be classified as “General Construction Services.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **7% MBE and/or 7% WBE**. The goals should be specified in the Invitation to Bid, the Proposal and the Agreement.

The following language also should be included in the Invitation to Bid, the Proposal and the Agreement.

“It is required that the prospective Bidder indicate participation in either Group A, Group B, or Group C by signing each applicable Utilization Plan (Exhibit A) contained in the Contract Document. If the Bidder chooses to participate only in Group A, Group B or Group C, this should be clearly indicated by writing “No Bid” on the unused Utilization Plan.”

In addition:

- A Pre-Bid Conference **must be** conducted.
- A Suppliers Exception **has not been** recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included.
- Appendix C **does not apply**.
- Appendix K **does not apply**.
- Appendix V **should not** be included.
- Assist Agencies List **must be** included.
- The following language **must be** included: “**The Contractor must 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, June 14, 2023, 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 Ayanna Walker, Diversity Officer, walkeral@mwr.org.

RLM: AW

Attachment

cc: LoCascio, Morakalis, Cavarretta, Skawski, Matias, Antequino, Cornier, Kunath, Lopez, Valdez, Wunderlich,

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: August 27, 2025

TO: Pinakin Desai, Acting Director of Maintenance and Operations
FROM: Richard L. Martinez, Jr., Diversity Administrator *Richard L. Martinez, Jr.*
SUBJECT: Contract No. 26-677-11 Overhead Door Maintenance at Various Service Areas
(Group C)

We have reviewed the specifications for the subject contract and the material, labor and equipment. The work under this contract should be classified as “General Construction Services.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **7% MBE and/or 7% WBE**. The goals should be specified in the Invitation to Bid, the Proposal and the Agreement.

The following language also should be included in the Invitation to Bid, the Proposal and the Agreement.

“It is required that the prospective Bidder indicate participation in either Group A, Group B, or Group C by signing each applicable Utilization Plan (Exhibit A) contained in the Contract Document. If the Bidder chooses to participate only in Group A, Group B or Group C, this should be clearly indicated by writing “No Bid” on the unused Utilization Plan.”

In addition:

- A Pre-Bid Conference **must be** conducted.
- A Suppliers Exception **has not been** recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included.
- Appendix C **does not apply**.
- Appendix K **does not apply**.
- Appendix V **should not** be included.
- Assist Agencies List **must be** included.
- The following language **must be** included: “**The Contractor must 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, June 14, 2023, 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 Ayanna Walker, Diversity Officer, walkeral@mwr.org.

RLM: AW

Attachment

cc: LoCascio, Morakalis, Cavarretta, Skawski, Matias, Antequino, Cornier, Kunath, Lopez, Valdez, Wunderlich,