

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: November 5, 2024

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

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator *RLM/PCS*

SUBJECT: Goal Review for Contract 25-624-21 (Group B) – HVAC and Sludge Pump Improvements 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 “General Construction.” The Socially and Economically Disadvantaged Goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran Business Enterprise (VBE) individual goals set at **20% MBE, 10%WBE and 3% VBE**. An 100% Suppliers Exception is recommended for this contract. 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 the Appendix K “Declaration of Policy Special Provisions for Apprenticeships” should also be included in the Invitation to Bid, the Proposal, and the Agreement:

“The Bidder agrees to fulfill the Special Training for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements for the Special Training for Apprentices are **370 Minority and/or Female Hours** for the purpose of this contract.”

In addition:

- A Pre-Bid Conference **must** be conducted
- A Suppliers Exception **has** been recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, must be included
- Appendix K **must** be included
- Assist Agencies List **must** be included
- Appendix C **must** be included
- Appendix V **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, dated 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 Denise Hardney at 1-4030.

RLM:DH

Attachment(s)

c: D. LoCascio, S. Morakalis, M. Matias, M. Cavarretta, P. O' Leary, PJ Spencer, L. Cornier, D. Hardney, file