

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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** December 31, 2025

**TO:** Pinakin Desai, Acting Director of Maintenance and Operations

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

**SUBJECT:** Contract No. 26-713-11, Scavenger Services at the O'Brien Water Reclamation Plant

We have reviewed the specifications for the subject contract and the material, labor and equipment. The work under this contract should be classified as "Hauling Services." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals are: **20% MBE, 13% WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal and the Agreement.

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 V **must 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, at [walkeral@mwrld.org](mailto:walkeral@mwrld.org).

RLM:AW

Attachment

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