

## INTEROFFICE MEMORANDUM

### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** September 20, 2024

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

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

*Richard L. Martinez, Jr.*

**SUBJECT: Goal Review of Contract 25-692-11 – “Utilization and Transportation of Air Dried Biosolids from LASMA, Group A.”**

We have reviewed the specifications for the subject contract and the material, labor and equipment breakdown. The work under this contract should be classified as “Hauling Services.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are 20% MBE and 13% WBE. 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 K **should not be** included.
- Assist Agencies List **must be** included.
- Appendix C **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 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 Ms. Ouidie M. Pollard, Diversity Officer at extension 1-3029.

RLM:omp

Attachments

cc: LoCascio, Cornier, Morakalis, Grosko, Skawski, Frost, Genser

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

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**SUBJECT: Goal Review of Contract 25-692-11 – “Utilization and Transportation of Air Dried Biosolids from CALSMA, Group B.”**

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

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