

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: June 4, 2024

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

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

SUBJECT: **Contract 24-611-11, Repairs and Alternations to Various Water Reclamation Facilities**

We have reviewed the specifications for the subject contract and the material, labor, equipment, and man-hours breakdown by trades. The work under this contract should be classified as "General Construction." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals are: **20% MBE, 10% WBE, and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The Bidder agrees to fulfill the Special Training Provisions for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special training Provisions for Apprentices are 3950 Minority and 1390 Female hours for the purpose of this contract.

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 **must be** included.
- Assist Agency 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 Desirée Foster, Diversity Officer, at extension 1-4036.

RLM:DAF

Attachment

cc: D. LoCascio, L. Cornier, S. Morakalis, N. Lopez, M. Valdez, M. Cavarretta, file