INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,   **DATE:** September 1, 2023
Diversity Section

TO: Dr. Catherine O'Connor, Director of Engineering

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

SUBJECT: **98% Review of Contract 19-083-3P – Upgrade Wilmette Lift Station, NSA**

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 "Mechanical" The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **12% MBE and/or WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

In addition:

The MBE, WBE, and VBE utilization goals do not apply to the work assigned to the portions of the DCS work included as part of the Negotiated Price Item with the DCS manufacturer Emerson ($228,907.00).

In addition:
- A Pre-Bid Conference **must be** conducted.
- A Suppliers Exception **has been** recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included.
- Appendix K **should not 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 agrees to 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 Desirée Young, Diversity Officer, at 1-4036.

RLM:DY

Attachments

cc: LoCascio, Cornier, Morakalis, O'Brien, Young, File