

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

**DEPARTMENT:** General Administration, **DATE:** October 2, 2024  
Diversity Section

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

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

**SUBJECT:** **Goal Review of Contract 25-667-11, “Native Prairie Landscape Maintenance at Various Service Areas (Group A).”**

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 “Maintenance Services.” The associated Minority Business Enterprise and (MBE), Women Business Enterprise (WBE) individual goals are tailored: **15% MBE and/or WBE, and 3% VBE** for **Group A** of this contract. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

It is required that the Prospective Bidder indicate participation on **Group A** by signing all applicable Utilization Plans (Exhibit A), contained with the Contract Documents. ***If the Bidder chooses not to participate in any particular group, that should be clearly indicated by writing “No Bid” on each Utilization Plan associated with the Bidder’s non-participation on the applicable group.***

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 MBE/WBE Utilization Plan, Waiver Request and the MBE/WBE Subcontractor’s Letter of Intent (Pages UP-1 through UP-6) **should be included and labeled Group A**
- 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, Genser, Skwaski, Lopez, Valdez, Strand-Jordan, Haucke

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

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

**SUBJECT:** **Goal Review of Contract 25-667-11, “Native Prairie Landscape Maintenance at Various Service Areas (Group B).”**

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 “Maintenance Services.” The associated Minority Business Enterprise and (MBE), Women Business Enterprise (WBE) individual goals are tailored: **15% MBE and/or WBE, and 3% VBE** for **Group B** of this contract. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

It is required that the Prospective Bidder indicate participation on **Group B** by signing all applicable Utilization Plans (Exhibit A), contained with the Contract Documents. *If the Bidder chooses not to participate in any particular group, that should be clearly indicated by writing “No Bid” on each Utilization Plan associated with the Bidder’s non-participation on the applicable group.*

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 MBE/WBE Utilization Plan, Waiver Request and the MBE/WBE Subcontractor’s Letter of Intent (Pages UP-1 through UP-6) **should be included and labeled Group B**
- 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.

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Diversity Section

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

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

**SUBJECT:** **Goal Review of Contract 25-667-11, “Native Prairie Landscape Maintenance at Various Service Areas (Group C).”**

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 “Maintenance Services.” The associated Minority Business Enterprise and (MBE), Women Business Enterprise (WBE) individual goals are tailored: **15% MBE and/or WBE, and 3% VBE** for **Group C** of this contract. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

It is required that the Prospective Bidder indicate participation on **Group C** by signing all applicable Utilization Plans (Exhibit A), contained with the Contract Documents. ***If the Bidder chooses not to participate in any particular group, that should be clearly indicated by writing “No Bid” on each Utilization Plan associated with the Bidder’s non-participation on the applicable group.***

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 MBE/WBE Utilization Plan, Waiver Request and the MBE/WBE Subcontractor’s Letter of Intent (Pages UP-1 through UP-6) **should be included and labeled Group C**
- 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.

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