

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

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** April 15, 2024

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

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

**SUBJECT:** **Goal Review of Contract 24-679-11 – Roof Inspection Services at Various Service Areas**

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 “Miscellaneous Building Construction.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **7 % MBE and/or 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.
- Appendix V **should not** 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 Diversity Officer, Malisa Torres, at extension 1-5711.

RLM:MGT

Attachments

c: LoCascio, Cornier, Morakalis, Valdez, Lopez, Genser, Skawski, Strand-Jordan, Cangialosi, file