

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 27, 2025

**TO:** Pinakin Desai, Acting Director of Maintenance and Operations

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

**SUBJECT:** Review of Information for Contract 25-647-11, Boiler Tuning and  
Maintenance Services at Various Locations - **Revised**

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 individual tailored goals for Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) goals are: **5% 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 **does not apply**.
- Assist Agencies List **must** be included.
- Appendix C **does not apply**.
- Appendix V **must not** 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 payments 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 Diversity Officer, Susan M. Schaefer, at 847/975-9074.

RLM/SMS

Attachments

cc: LoCascio, Morakalis, Cavaretta, Skawski, Matias, P. O’Leary, Cornier, Kunath, Lopez, Valdez, Wunderlich, file