

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: May 31, 2023

TO: Thaddeus Kosowski, Acting Director of Human Resources

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

SUBJECT: **Goal Review of Contract 24-348-11 Services to Remove Hazardous Materials from Various District Locations, on an As-Needed Basis, for a Three-Year Period**

We have reviewed the specifications for the subject contract and the material, labor and equipment breakdown. The work under this contract should be classified as "General Construction Services." The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **20% MBE and 10% 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 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, May 18, 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, Ms. PJ Spencer, at extension 1-5876.

RLM:PCS

Attachments

c: LoCascio, Morakalis, Turner, Carlson, Cornier, file (2)