

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration **DATE:** April 10, 2026
Diversity Section

TO: Desai Pinakin, Acting Director of Maintenance and Operations
Richard L. Martinez, Jr.

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

SUBJECT: **Goal Review for Contract 26-614-11, Elevator Maintenance At Various Locations, Group A**

We have reviewed the specifications for the subject contract and the material, labor, and equipment. The work under this contract should be classified as “Mechanical.” The Socially and Economically Disadvantaged Goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals set at **20% MBE and/or WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The MBE, WBE and VBE goals are not applicable to Line Item 7 of the Bid Pricing Spreadsheet, in the amount of \$112,750.

In addition:

- A Pre-Bid Conference **must be** conducted
- A Suppliers Exception **has not been** recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included
- Assist Agencies List **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, 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 Denise Hardney at 1-4030

RLM:DH
Attachment(s)

c: D. LoCascio, S. Morakalis, N. Lopez, M. Valdez, J. Skawski, M. Matias, A. Prachasitthisak, M. Torres, L. Cornier, P. Kunath, H. Wunderlich, B. Levy, D. Hardney, file

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**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: April 10, 2026

TO: Desai Pinakin, Acting Director of Maintenance and Operations

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

SUBJECT: **Goal Review for Contract 26-614-11, Elevator Maintenance At Various Locations, Group B**

We have reviewed the specifications for the subject contract and the material, labor, and equipment. The work under this contract should be classified as “Mechanical.” The Socially and Economically Disadvantaged Goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals set at **20% MBE and/or WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The MBE, WBE and VBE goals are not applicable to Line Item 6 of the Bid Pricing Spreadsheet, in the amount of \$48,750.

In addition:

- A Pre-Bid Conference **must be** conducted
- A Suppliers Exception **has not been** recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included
- Assist Agencies List **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, 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 Denise Hardney at 1-4030

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INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration **DATE:** April 10, 2026
Diversity Section

TO: Desai Pinakin, Acting Director of Maintenance and Operations

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

SUBJECT: **Goal Review for Contract 26-614-11, Elevator Maintenance At Various Locations, Group C**

We have reviewed the specifications for the subject contract and the material, labor, and equipment. The work under this contract should be classified as “Mechanical.” The Socially and Economically Disadvantaged Goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals set at **20% MBE and/or WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The MBE, WBE and VBE goals are not applicable to Line Item 6 of the Bid Pricing Spreadsheet, in the amount of \$146,250.

In addition:

- A Pre-Bid Conference **must be** conducted
- A Suppliers Exception **has not been** recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included
- Assist Agencies List **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, 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 Denise Hardney at 1-4030

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INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration **DATE:** April 10, 2026
Diversity Section

TO: Desai Pinakin, Acting Director of Maintenance and Operations

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

SUBJECT: **Goal Review for Contract 26-614-11, Elevator Maintenance At Various Locations, Group D**

We have reviewed the specifications for the subject contract and the material, labor, and equipment. The work under this contract should be classified as “Mechanical.” The Socially and Economically Disadvantaged Goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals set at **20% MBE and/or WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The MBE, WBE and VBE goals are not applicable to Line Item 2 of the Bid Pricing Spreadsheet, in the amount of \$50,000.

In addition:

- A Pre-Bid Conference **must be** conducted
- A Suppliers Exception **has not been** recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included
- Assist Agencies List **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, 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.

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**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration **DATE:** April 10, 2026
Diversity Section

TO: Desai Pinakin, Acting Director of Maintenance and Operations

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

SUBJECT: **Goal Review for Contract 26-614-11, Elevator Maintenance At Various Locations, Group E**

We have reviewed the specifications for the subject contract and the material, labor, and equipment. The work under this contract should be classified as “Mechanical.” The Socially and Economically Disadvantaged Goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals set at **20% MBE and/or WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The MBE, WBE and VBE goals are not applicable to Line Item 2 of the Bid Pricing Spreadsheet, in the amount of \$30,000.

In addition:

- A Pre-Bid Conference **must be** conducted
- A Suppliers Exception **has not been** recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included
- Assist Agencies List **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, 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 Denise Hardney at 1-4030

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