


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, **DATE:** October 2, 2023
Diversity Section

TO: John Murray, Director of Maintenance and Operations

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

SUBJECT: Goal Review of Contract 24-690-11 – Beneficial Reuse of Biosolids from LASMA and CALSMA – Groups A and 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 "Hauling Services." The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **20% MBE and 13% WBE for Groups A and B.** The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The following language should be included in the Invitation to Bid, the Proposal, and the Agreement:

"It is required that the prospective Bidder indicates participation on either Group A or Group B, by signing each applicable Utilization Plan (Exhibit A) contained with the Contract Document. If the bidder chooses to participate on only Group A, or only Group B, it should be clearly indicated by writing "No Bid" on the unused Utilization Plan."

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.
- Two copies (one for Group A and one for Group B) of the MBE, WBE Utilization Plan, Waiver Request and the MBE, WBE Subcontractor's Letter of Intent (Pages UP-1 thru UP-6) **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, Frost, Gierut, Haucke, file