

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, **DATE:** March 25, 2026
Diversity Section

TO: Shellie A. Riedle, Administrator Services Officer

FROM: Richard L. Martinez, Jr., Diversity Administrator *RLM/PCS*

SUBJECT: **Review of Contract 26-419-11 Elevator Maintenance and Repair Services at the Main Office Building Complex for a Three (3) 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 “Miscellaneous Building Services.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **15% 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.
- Assist Agencies List **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 administrated 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 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, Shanice Rich, at extension 1-3272.

RLM:SMR

Attachments

c: LoCascio, Morakalis, K. Lopez, Cornier, Kunath, N. Lopez, Valdez