

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: January 26, 2023

TO: Edward W. Podczerwinski, Director of Monitoring and Research

FROM: Regina D. Berry, Diversity Administrator **RDB** 

SUBJECT: **Goal Review of Contract 23-106-21, "Refrigeration Improvements at the Calumet and Egan Water Reclamation Plants"**

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 Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **20% MBE, 9% WBE and 3% VBE**. 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** 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** 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 attached **Revised** memo, December 9, 2022, 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, PJ Spencer, at extension 1-5876.

RDB:PCS

Attachments

c: LoCascio, Cornier, Morakalis, Grabowy, file (2)