

**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration, **DATE:** December 28, 2023  
Diversity Section

**TO:** John P. Murray, Director of Maintenance and Operations

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

**SUBJECT:** **Revised: Goal Review of Contract 21-611-21, "HVAC Improvements at Various Locations (Group A - SSA)."**

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 and (MBE), Women Business Enterprise (WBE) individual goals are: **20% MBE, and 9% WBE and 3% VBE for Group A** of this contract. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

*Additionally, The MBE, WBE, and VBE utilization goals do not apply to the work assigned to the portions of the Chiller Overhaul work included as part of the Negotiated Price Item with the manufacturer(s) Siemens (\$2,300,000.00) and Carrier (\$1,071,770.00).*

It is required that the Prospective Bidder indicate participation on **Group A** by signing all applicable Utilization Plans (Exhibit A), contained with the Contract Documents. *If the Bidder chooses not to participate in any particular group, that should be clearly indicated by writing "No Bid" on each Utilization Plan associated with the Bidder's non-participation on the applicable group.*

Furthermore, the following language pertaining to **Special Training Provisions for Apprentices**, as specified in Appendix K "Declaration of Policy Special Provisions for Apprenticeships" should be included in the Invitation to Bid, the Proposal, the Agreement, and elsewhere in the contract documents where goals are mentioned:

*"The Bidder agrees to fulfill the Special Training for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special Training for Apprentices for the purpose of this contract are as follows:*

*(Group A) 800 Minority and 290 Female Hours*

In addition:

- A Pre-Bid Conference **must be** conducted
- A Suppliers Exception **is** recommended
- One copy of The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included
- One copy of the MBE, WBE, Utilization Plan, Waiver Request and the MBE, WBE, Subcontractor's Letter of Intent (Pages UP-1 through UP-6) **should be included and labelled Group A**
- Appendix K **must** be included
- Appendix C **must** be included
- Assist Agencies List **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 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, Ms. Ouidie M. Pollard, at extension 1-3029.

RLM:omp

Attachments

c: LoCascio, Cornier, Morakalis, Grosko, Genser, Skawski

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Diversity Section

**TO:** John P. Murray, Director of Maintenance and Operations

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

**SUBJECT:** **Revised: Goal Review of Contract 21-611-21, "HVAC Improvements at Various Locations (Group B - NSA)."**

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 and (MBE), Women Business Enterprise (WBE) individual goals are: **20% MBE, and 9% WBE and 3% VBE for Group B** of this contract. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

*Additionally, The MBE, WBE, and VBE utilization goals do not apply to the work assigned to the portions of the Chiller Overhaul work included as part of the Negotiated Price Item with the manufacturer(s) Siemens (\$550,000.00) and Carrier (\$116,780.00).*

It is required that the Prospective Bidder indicate participation on **Group B** by signing all applicable Utilization Plans (Exhibit B), contained with the Contract Documents. *If the Bidder chooses not to participate in any particular group, that should be clearly indicated by writing "No Bid" on each Utilization Plan associated with the Bidder's non-participation on the applicable group.*

Furthermore, the following language pertaining to **Special Training Provisions for Apprentices**, as specified in Appendix K "Declaration of Policy Special Provisions for Apprenticeships" should be included in the Invitation to Bid, the Proposal, the Agreement, and elsewhere in the contract documents where goals are mentioned:

*"The Bidder agrees to fulfill the Special Training for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special Training for Apprentices for the purpose of this contract are as follows:*

*(Group B) 420 Minority and/or 150 Female Hours*

In addition:

- A Pre-Bid Conference **must be** conducted
- A Suppliers Exception **is** recommended
- One copy of The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included
- One copy of the MBE, WBE, Utilization Plan, Waiver Request and the MBE, WBE, Subcontractor's Letter of Intent (Pages UP-1 through UP-6) **should be included and labelled Group B**
- Appendix K **must** be included
- Appendix C **must** be included
- Assist Agencies List **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 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, Ms. Ouidie M. Pollard, at extension 1-3029.

RLM:omp

Attachments

c: LoCascio, Cornier, Morakalis, Grosko, Genser, Skawski, O’Leary

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**DEPARTMENT:** General Administration, **DATE:** December 28, 2023  
Diversity Section

**TO:** John P. Murray, Director of Maintenance and Operations

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

**SUBJECT:** **Revised Goal Review of Contract 21-611-21, "HVAC Improvements at Various Locations (Group C - CSA)."**

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 and (MBE), Women Business Enterprise (WBE) individual goals are: **20% MBE, and 9% WBE and 3% VBE for Group C** of this contract. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

It is required that the Prospective Bidder indicate participation on **Group C** by signing all applicable Utilization Plans (Exhibit C), contained with the Contract Documents. *If the Bidder chooses not to participate in any particular group, that should be clearly indicated by writing "No Bid" on each Utilization Plan associated with the Bidder's non-participation on the applicable group.*

In addition:

- A Pre-Bid Conference **must be** conducted
- A Suppliers Exception **is not** recommended
- One copy of The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included
- One copy of the MBE, WBE, Utilization Plan, Waiver Request and the MBE, WBE, Subcontractor's Letter of Intent (Pages UP-1 through UP-6) **should be included and labelled Group C**
- Appendix K **must not** be included
- Appendix C **must** be included
- Assist Agencies List **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 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, Ms. Ouidie M. Pollard, at extension 1-3029.

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c: LoCascio, Cornier, Morakalis, Grosko, Genser, Skawski, O’Leary