

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: July 30, 2026

TO: Ed Staudacher, Director of Maintenance & Operations

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

SUBJECT: REVISED: Goal Review of Contract 27-970-11 – “Janitorial Services at Various Locations” – Group A (SWRP)

We have reviewed the specifications for the subject contract and the material, labor and equipment. This project with a total estimated contract value of \$918,600.00 over a (2) two-year period requires the contractor to provide furnishing monthly janitorial services, per contract specifications at the Stickney Water Reclamation Plant (SWRP).

The work under this contract should be classified as “Miscellaneous Building Services.” The associated Minority Business Enterprise (MBE), and Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **20% MBE, 10% WBE and 3% VBE** for this contract. 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, Group C or Group D, by signing each applicable Utilization Plan contained with the Contract Document. If the bidder chooses to participate on only Group A, Group C or Group D, 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.
- The MBE/WBE Utilization Plan, VBE Commitment Form, Waiver Request and the MBE/WBE/VBE Subcontractor’s Letter of Intent (Pages UP-1 through UP-6) **must be included.**
- Assist Agencies List **must be** included.
- Appendix V **must be** included.
- The following language **must be** included: **“The Contractor must 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

cc: LoCascio, Cornier, Kunath, Morakalis, Lopez, Valdez, Skawski, Kuntz, Strand-Jordan, Frost,
Levy, Wunderlich, Matias

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: July 30, 2026

TO: Ed Staudacher, Director of Maintenance and Operations

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

SUBJECT: REVISED: Goal Review of Contract 27-970-11 – “Janitorial Services at Various Locations” – Group B (Lockport)

Our review of this contract and specifications indicates that Affirmative Action goals are not recommended.

This project with a total estimated contract value of \$50,200.00 over a (2) two-year period requires the contractor to provide furnishing janitorial services, per contract specifications at the Lockport Powerhouse and Lockport Controlling Works.

Affirmative Action participation goals are applicable to District contracts where the estimated total expenditure is in excess of \$100,000.00. Since the estimated cost is \$50,200.00, Affirmative Action participation goals will not apply. Therefore, Appendix D and Appendix V should not be included.

If you have any questions, please contact Ms. Ouidie M. Pollard, Diversity Officer, at (312) 751-3029.

RLM:omp

Attachment

cc: LoCascio, Cornier, Kunath, Morakalis, Lopez, Valdez, Skawski, Kuntz, Strand-Jordan, Jensen, Levy, Wunderlich, Matias

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, **DATE:** August 3, 2026
Diversity Section

TO: Ed Staudacher, Director of Maintenance & Operations

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

SUBJECT: **REVISED: Goal Review of Contract 27-970-11 – “Janitorial Services at Various Locations” – Group C (CWRP)**

We have reviewed the specifications for the subject contract and the material, labor and equipment. This project with a total estimated contract value of \$172,300.00 over a (2) two-year period requires the contractor to provide furnishing monthly janitorial services, carpet cleaning, floor stripping and buffing services per contract specifications at the Calumet Water Reclamation Plant.

The work under this contract should be classified as “Miscellaneous Building Services.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **20% MBE and/or WBE and 3% VBE** for this contract. 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, Group C or Group D, by signing each applicable Utilization Plan contained with the Contract Document. If the bidder chooses to participate on only Group A, Group C or Group D, 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.
- The MBE/WBE Utilization Plan, Waiver Request, VBE Commitment Form and the MBE/WBE/VBE Subcontractor’s Letter of Intent (Pages UP-1 through UP-6) **must be included.**
- Assist Agencies List **must be** included.
- Appendix V **must be** included.
- The following language **must be** included: **“The Contractor must 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

cc: LoCascio, Cornier, Morakalis, Lopez, Valdez, Wunderlich, Levy, Skawski, Kuntz, Strand-Jordan, Griffin, Matias, Kunath

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: August 3, 2026

TO: Ed Staudacher, Director of Maintenance & Operations

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

SUBJECT: REVISED: Goal Review of Contract 27-970-11 – “Janitorial Services at Various Locations” – Group D (Egan WRP)

We have reviewed the specifications for the subject contract and the material, labor and equipment. This project with a total estimated contract value of \$153,400.00 over a (2) two-year period requires the contractor to provide furnishing semiannual janitorial services, carpet cleaning and upholstery cleaning services per contract specifications at the John E. Egan Water Reclamation Plant.

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: **20% MBE and/or WBE** for this contract. 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, Group C or Group D, by signing each applicable Utilization Plan contained with the Contract Document. If the bidder chooses to participate on only Group A, Group C or Group D, 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.
- The MBE/WBE, Utilization Plan, Waiver Request and the MBE/WBE, Subcontractor’s Letter of Intent (Pages UP-1 through UP-6) **must be included.**
- Assist Agencies List **must be** included.
- Appendix V **must not** be included.

- The following language **must be** included: **“The Contractor must 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

cc: LoCascio, Cornier, Morakalis, Lopez, Valdez, Levy, Skawski, Kuntz, Strand-Jordan, Austin, Wunderlich, Matias, Kunath