

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

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 29, 2023

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

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

**SUBJECT:** **Goal Review of Contract 24-970-11 – Janitorial Services at Various Locations – Group A**

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 "Miscellaneous Building Construction." The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **20% MBE and 10% WBE**. 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 C, 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 C, 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 C) of the MBE, WBE Utilization Plan, Waiver Request and the MBE, WBE Subcontractor's Letter of Intent (Pages UP-1 thru UP-7) **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, 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, Malisa Torres, at extension 1-5711.

RDB:MGT

Attachments

c: LoCascio, Cornier, Morakalis, Grosko, Genser, Lopez, Torres, file

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METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 29, 2023

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

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

**SUBJECT:** Goal Review of Contract 24-970-11 – Janitorial Services at Various Locations  
– Group B

Our review of this contract and specifications indicates that this contract should not contain goals for Affirmative Action participation. 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 \$96,000.00, Affirmative Action participation goals will not apply. Therefore, Appendix D and Appendix V should not be included.

If you have any questions, please contact Malisa Torres, Diversity Officer, at extension 1-5711.

RLM:MGT

Attachments

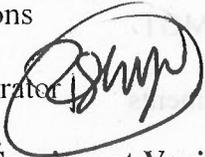
c: LoCascio, Cornier, Morakalis, Lopez, Valdez, Grosko, Genser, Skawski, Lopez, file

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

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 29, 2023

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

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

**SUBJECT:** **Goal Review of Contract 24-970-11 – Janitorial Services at Various Locations – Group C**

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 “Miscellaneous Building Construction.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **10% MBE and/or WBE**. 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 C, 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 C, 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 C) of the MBE, WBE Utilization Plan, Waiver Request and the MBE, WBE Subcontractor’s Letter of Intent (Pages UP-1 thru UP-7) **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, 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, Malisa Torres, at extension 1-5711.

RLM:MGT

Attachments

c: LoCascio, Cornier, Morakalis, Valdez, Lopez, Grosko, Genser, Lopez, Skawski, Torres, file

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**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** June 29, 2023

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

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

**SUBJECT:** **Goal Review of Contract 24-970-11 – Janitorial Services at Various Locations – Group D**

Our review of this contract and specifications indicates that Affirmative Action goals are not recommended. The Affirmative Action Ordinance Revised Appendix D and Appendix V will not be included in this contract.

This project with a total estimated cost of \$249,000.00 requires the contractor to provide janitorial services at Egan Water Reclamation Plant, as well as provide all necessary labor, supervision, tools, equipment, materials, supplies and appurtenances, including transportation necessary to do the required work for exactly thirty-six (36) months upon approval of the contractor's bond.

The contract requires the contractor to provide approximately one employee on this contract which does not allow for any subcontracting opportunities. Therefore, the Affirmative Action Ordinance Revised Appendix D and Appendix V are not applicable to this contract.

If you have any questions, please contact Malisa Torres, Diversity Officer, at extension 15711.

RDB:MGT

Attachment

c: LoCascio, Cornier, Morakalis, Valdez, Lopez, Grosko, Genser, Lopez, Skawski, Torres, file