

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: February 22, 2023

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

FROM: Regina D. Berry, Diversity Administrator *706 (2nd)*

SUBJECT: **REVISED: Goal Review of Contract 23-684-21, "Equipment Painting & Rehabilitation at Various Locations (Group E)."**

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 "Construction Services." The associated Minority Business Enterprise and (MBE), Women Business Enterprise (WBE) individual goals are: **20% MBE, and 10% WBE and 3% VBE for Group E** 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 E** 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.*

In addition:

- A Pre-Bid Conference **must be** conducted
- A Suppliers Exception is recommended for **Group E** and should be detailed on Page AU-1. *"Purchase of materials and supplies must be pre-approved if their purchase is related to Contract Goal attainment. The Bidder may count payments to MBE or WBE regular dealers or Manufactures for Contract Goal attainment for no more than fifty (50) percent of each MBE or WBE goal, unless otherwise approved by the Administrator. If the Bidder exceeds the supplier exception amount allowable as stated in the bid documents, the bid will be viewed as non-responsive."*
- 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-7) **should be included**
- Appendix K **must not be** included
- Appendix C **must be** included

- Copies of the MBE, WBE, Utilization Plan, Waiver Request and the MBE, WBE, Subcontractor's Letter of Intent (Pages UP-1 through UP-7) **should be included and labelled Group E**
- 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, 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, Ms. Ouidie M. Pollard, at extension 1-3029.

RDB:omp

Attachments

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