

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: June 27, 2025

TO: Pinakin Desai, Acting Director of Maintenance & Operations
Richard L. Martinez, Jr.
FROM: Richard L. Martinez, Jr., Diversity Administrator

SUBJECT: Contract 22-903-22, "Centrifuge Improvements at the Stickney WRP" - **Revised**

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 "Electrical." The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **13% MBE and 7% WBE. The MBE and WBE utilization goals only apply to the migration and miscellaneous scope of work listed as Items 1 and 3 in the contract.** 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 not been** recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included.
- Appendix K **does not apply**.
- Assist Agency List **must be** included.
- Appendix C **does not apply**.
- 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 Desirée Foster, Diversity Officer, at extension 14036.

RLM:DY

Attachment

cc: D. LoCascio, S. Morakalis, J. Skawski, A. Prachasitthisak, J.M. Cavarretta, G. Scherzinger, M. Matias, L. Cornier, P. Kunath, N. Lopez, M. Valdez, H. Wunderlich