

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: February 19, 2025

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

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

SUBJECT: Goal Review for Contract 25-727-21, Roof Replacement at Egan Water Reclamation Plant

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hour breakdown by trades. The work under this contract should be classified as “General Construction.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **20% MBE, 10% WBE and 3% VBE**. 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
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included
- Appendix K **must not** be included
- Assist Agencies List **must** be included
- Appendix C **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, dated 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 Denise Hardney at 1-4030.

RLM:DH
Attachment(s)

c: D. LoCascio, S. Morakalis, N. Lopez, M. Valdez, J. Skawski, E. Staudacher, M. Austin, PJ Spencer, L. Cornier, D. Hardney, file