

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: November 21, 2023

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

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

SUBJECT: **Goal Review for Contract 24-665-11 – Landscape Maintenance at Various Service Areas (Group A)**

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 “Miscellaneous Building Construction.” The Socially and Economically Disadvantaged Goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran Business Enterprise (VBE) individual goals set at **20% MBE, 9% 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 should be conducted
- A Suppliers Exception **has not** been recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, must be included
- Appendix K **should not** be included
- Assist Agencies List **must** be included
- Appendix C **must** be included
- Appendix V **must** be included

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, M. Matias, L. Cornier, D. Hardney,
file

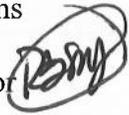
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OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: November 21, 2023

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

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

SUBJECT: **Goal Review for Contract 24-665-11 – Landscape Maintenance at Various Service Areas (Group B)**

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 “Miscellaneous Building Construction.” The Socially and Economically Disadvantaged Goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran Business Enterprise (VBE) individual goals set at **20% MBE, 9% WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

In addition:

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- A Suppliers Exception **has not** been recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, must be included
- Appendix K **should not** be included
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- Appendix V **must** be included

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METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: November 21, 2023

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

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

SUBJECT: Goal Review for Contract 24-665-11 – Landscape Maintenance at Various Service Areas (Group C)

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 “Miscellaneous Building Construction.” The Socially and Economically Disadvantaged Goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran Business Enterprise (VBE) individual goals set at **20% MBE, 9% WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

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OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: November 21, 2023

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

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

SUBJECT: Goal Review for Contract 24-665-11 – Landscape Maintenance at Various Service Areas (Group D)

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 “Miscellaneous Building Construction.” The Socially and Economically Disadvantaged Goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran Business Enterprise (VBE) individual goals set at **20% MBE, 9% WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

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