INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: November 3, 2023

TO: John Murray, Director of Maintenance & Operations

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

SUBJECT: **Revised -** Contract 22-903-21, "Centrifuge Improvements at the Stickney WRP."

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 goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The MBE and WBE utilization goals do not apply to the portion of the work assigned to DCS manufacturer Emerson. The sole source work is to upgrade Allen Bradley's ControlNet network to Emerson's Ovation DCS system. The estimated amount of the services being provided by the company is $1,572,293.00.

*The Bidder agrees to fulfill the Special Training Provisions for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special training Provisions for Apprentices are **750 Minority and 270 Female hours** for the purpose of this contract.*

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 **should** be included.
- Assist Agency List **must be** included.
- Appendix C **must be** included.
- Appendix V **should 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 Young, Diversity Officer, at extension 14036.

RLM:DY

Attachment

cc: D. LoCascio, J. Skawski, A. Prachasitthisak, J.M. Cavarretta, G. Scherzinger, Young, File