

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: March 6, 2024

TO: Shellie A. Reidle, Administrative Services Officer

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

SUBJECT: **Goal Review for Contract 24-416-11** – Provide Operating Engineering and Related Trade Services to the Main Office Building Complex for a Thirty-Six (36) Month Period

We have reviewed the specifications for the subject contract, the service, labor and equipment requirements. The work under this contract should be classified as “Mechanical.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **2% MBE and/or WBE**. 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 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 payments 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, Diversity Officer, at extension 14030.

RLM: DH

Attachment(s)

c: D. LoCascio, S. Morakalis, N. Lopez, M. Valdes, B. Awadallah, L. Cornier, D. Hardney, file