

**INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: December 21, 2022

TO: Scott Kowalski, Buyer

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: 22-006-11, Furnish and Deliver Janitorial Supplies to Various Locations for a One-Year Period

Our review of this contract indicates that this contract should not contain goals for Affirmative Action participation. The total estimated cost for the requested services is \$165,000.00. However, there are three (3) groups, A, B, and C and all three groups are less than \$100,000.00.

Affirmative Action participation goals are applicable to District contracts where the estimated total expenditure is in excess of \$100,000.00. Since the estimated total cost for Group A is \$92,000.00, Group B is \$45,000.00 and Group C is \$28,000.00, affirmative action participation goals will not apply. Therefore, Appendix A and Appendix V should not be included.

Should you have any questions, please contact PJ Spencer, Diversity Officer, at 1-5876.

RDB/PCS

c: Darlene A. LoCascio, Director of Procurement and Materials Management
Morakalis, Cornier, Tyes, file (2)