

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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** February 6, 2023

**TO:** Donna Tyes, Buyer

**FROM:** Regina D. Berry, Diversity Administrator



**SUBJECT:** 23-073-11, Furnish and Deliver Miscellaneous Lab Accessories 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. Affirmative action participation goals are applicable to District contracts where the total approved expenditure is in excess of one hundred thousand dollars (\$100,000.00). Since the estimated total cost for this contract is forty thousand dollars (\$40,000.00), affirmative action participation goals will not apply. Therefore, the Affirmative Action Ordinance, Revised Appendix D 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, file (2)