

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: March 31, 2020

TO: John Sudduth, Director of Information Technology
FROM: Regina D. Berry, Diversity Administrator

SUBJECT: Request to Review RFP 19-RFP-35, Maintenance and Support of Multifunctional Copies and Laser Printers

Our review of this contract indicates that Affirmative Action goals are not recommended.

The primary objective of this Request for Proposal is to provide maintenance and support of multifunctional copiers and laser printers for all District facilities. The estimated cost for this service is \$987,500.00 for the 60-month contract.

Due to a lack of MBE/WBE/SBE/VBE firms available to perform the requested service, 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 extension 1-5876.

RDB/PCS

Attachment

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