

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: June 23, 2025

TO: David Schmid, Buyer

Richard L. Martinez, Jr.

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

SUBJECT: Goal Review of Contract 25-009-11, "Furnish and Deliver Cloths, Paper Towels & Toilet Tissue to Various Locations for a One (1) Year Period"

Review of the associated detail specifications and cost estimates indicates that the subject contract should not contain goals for Affirmative Action participation. Although the total estimated cost to furnish and deliver the requested materials is \$192,000.00, the contract is comprised of five groups (Groups A through E), each of which has an estimated cost within the range of \$4,500.00 to \$88,000.00.

In accordance with the District's Affirmative Action Ordinance Revised Appendix D, Affirmative Action participation goals are applicable where the total approved expenditure exceeds \$100,000.00. Given that each of the contract's five groups has an estimated cost of less than \$100,000.00, Affirmative Action goals are not applicable. As a result, appendices D and V should not be included.

If further information concerning this review is required, please contact Fred Fortier, Diversity Officer, at (773) 999-6715.

RLM/FF

Attachments

C: D. LoCascio, S. Morakalis, J. Skawski, S. McNamara, G. Scherzinger, L. Cornier, P. Kunath,
N. Lopez. M. Valdez