INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, Diversity Section

DATE: August 23, 2023

TO: David Schmid, Buyer

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

SUBJECT: **Review of Contract 24-003-11, "Furnish and Deliver Laboratory Disposable Gloves to Various Locations for a One (1) Year Period"**

Our review of this contract and specifications indicates that Affirmative Action goals are not recommended. The Appendix D and Appendix V will not be included.

The purpose of this contract is to furnish and deliver laboratory disposable gloves to various locations for a one (1) year period. The total estimated cost for this contract is $115,000.00. Contract goals are established based upon the availability of at least three (3) MBEs and three (3) WBEs and at least two (2) VBEs registered on the District's Vendor List to perform the anticipated services. Moreover, a review of the MBE/WBE/VBE vendors on the District's Vendor List yielded one (1) MBE and two (2) WBE vendors that can perform these services. Therefore, the Appendix D and Appendix V are not applicable.

If you have any questions, please contact Diversity Officer, Jason H. Bullock, at extension 14038.

RLM:JHB

c: LoCascio, Morakalis, Cornier, Bullock