

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

**DEPARTMENT:** General Administration, **DATE:** July 8, 2024  
Diversity Section

**TO:** Ethan Sinnema, Senior Buyer

**FROM:** Richard L. Martinez, Jr., Acting Diversity Administrator *RLM/PCS*

**SUBJECT:** **Review of Contract 25-045-11, “Publish Invitations to Bid for Contracts, Legal Notices for Original Entrance and Promotional Civil Service Examinations, and Other Legal Notices for a One-Year Period”**

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

This contract requires bidders to publish invitations to bid for contracts, legal notices for original entrance & promotional civil services exams, and other legal notices for a one-year period. The total estimated cost for this contract is \$56,000.00. Affirmative Action participation goals are applicable to District contracts where the total approved expenditure is in excess of \$100,000.00. 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