

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

DEPARTMENT: General Administration,
Diversity Section

DATE: March 11, 2024

TO: Shellie A. Riedle, Administrative Services Officer

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

RLM/PCS

SUBJECT: Contract 24-425-11 Furnish and Deliver Paper to Various District Locations

Our review of this contract and specifications indicates that affirmative action goals are not recommended. The Appendix D and Appendix V should not be included.

The District is seeking a Contractor to furnish and deliver paper to various District facility locations, for a period of thirty-six (36) months. The estimated cost of this Contract is \$217,000.00. Our review has determined that there are no subcontractable scopes of work available in this contract. Therefore, it is not feasible to include affirmative action participation goals.

If you have any questions, please contact Ms. PJ Spencer, Senior Diversity Officer, at extension 1-5876.

RLM/PCS

c: LoCascio, Morakalis, Markovich, Awadallah, Cornier, Lopez, Valdez, file