

## INTEROFFICE MEMORANDUM

### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 9, 2025

**TO:** Ed Staudacher, Acting Director of Maintenance and Operations

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

**SUBJECT: Review of Information for Contract 25-617-11, Power Distribution Equipment Inspection and Repairs**

Our review of this contract and specifications indicates that Affirmative Action goals are not recommended. The Affirmative Action Ordinance Revised Appendix D and Appendix V will not be included in this contract because of the limited availability of MBE/WBE/VBE participants and the specialization of the project.

This project has a total estimated cost of \$735,000.00. The Contractor is required to complete all tasks outlined in the Contract Documents. This includes providing all necessary materials, tools, labor, and any other equipment and accessories needed for the full completion of the work, which encompasses the following:

- Perform emergency testing and repairs of switchgear, transformers, protective relays, and equipment.
- Perform regularly scheduled testing and repairs of switchgear, transformers, protective relays, and equipment.
- Furnish and deliver replacement parts and materials, as required and ordered by the Resident Engineer.

The Contractor shall be a field service branch of a medium voltage switchgear/distribution equipment manufacturer, or be a member of the National Electrical Testing Association (NETA), or approved agency.

The Contractor shall meet OSHA criteria for accreditation of testing laboratories, Title 29, Parts 1907, 1910, and 1936. Full membership in the National Electrical Testing Association (NETA), or approved equal, shall constitute proof of meeting these criteria.

A search of the NETA database to locate companies certified to perform the work resulted in nine companies in Illinois. Of the nine certified companies from NETA's database none of the companies are MBEs, WBEs, or VBEs. Therefore, there are no MBEs, WBEs, or VBEs available that meet the qualifications for this contract.

If you have any questions, please contact Diversity Officer Reese Peavy, at [peavyr@mwr.org](mailto:peavyr@mwr.org).

RLM/RP

cc: D. LoCascio, S. Morakalis, M. Nator, L. Cornier, P. Kunath, N. Lopez, M. Valdez, J. Cavarretta, M. Matias, J. Skawski, H. Wunderlich, file