

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO

DEPARTMENT: General Administration  
Diversity Section

DATE: February 22, 2023

TO: John Murray, Director of Maintenance and Operations

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: Review of 23-RFP-02 Procurement of Natural Gas Services

Our review of this RFP indicates that Affirmative Action goals are not recommended.

The District is requesting proposals for the full requirements of natural gas supply delivered to the citygate for various District facilities in Illinois. Contractor's prices shall be submitted to the District utilizing an internet based, auction transaction platform. This auction will allow the District to reduce overall natural gas supply costs due to the rising costs and volatility in the natural gas market.

There are no upfront costs for this contract. The District will select the lowest rate supplier and pay the supplier for monthly usage over the course of the contract. Moreover, due to the large volumes of natural gas that are used at District facilities, only prequalified bidders will be allowed to participate in the on-line auction. Based on this scope of work, there are no feasible opportunities for subcontracting. Therefore, the Appendix A and Appendix V should not be included.

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

RDB/PCS

c: Darlene A. LoCascio, Director of Procurement and Materials Management  
Morakalis (Law), Cornier, Laskowiecki, McGregor, file (2)