

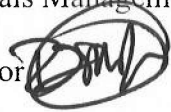
**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** May 16, 2023

**TO:** Darlene A. LoCascio, Director, Procurement & Materials Management

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

**SUBJECT:** **Goal Review for Contract 23-051-11** – Furnish and Deliver Miscellaneous Hand Tools for a One-Year Period

We have reviewed the specifications for the subject contract as well as the material, labor, and equipment requirements. There are no applicable trades to review for apprentice man-hours. The total estimated value of the contract is \$108,000 for the one-year period. Our review indicates that the scope and specifications of this furnish and deliver contract does not provide for subcontracting opportunities that would conform to the commercially useful function provision of Affirmative Action Ordinance Revised Appendix D.

An availability search conducted found only three subcontractors, all MBEs, who indicated they could supply hand tools, however only one of the three had the capability to provide the full scope required, hand tools, power tools and mechanical components. Based upon the lack of qualified MBE/WBE and VBEs to perform the required scope and the lack of commercially useful function in performing scope requirements, Revised Appendix D and Appendix V should not be included in the contract documents.

If you have any additional questions, please contact Denise Hardney, Diversity Officer, at extension 14030.

RLM: DH  
Attachment(s)

c: D. LoCascio, S. Morakalis, K. Vaughn, L. Cornier, D. Hardney, file