

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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** August 14, 2025

**TO:** David Schmid, Buyer, Procurement and Materials Management

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

*Richard L. Martinez, Jr.*

**SUBJECT:** Goal Review of Contract 26-021-11, "Furnish and Deliver Unleaded Gasoline to Various Locations for a One (1) Year Period."

Our review of the associated detail specifications and cost estimates indicates that the subject contract should not contain goals for Affirmative Action participation.

This contract requires furnishing and delivering unleaded gasoline to various locations for a one (1) year period. This project is comprised of a single contract with two price items in the amounts of \$285,000.00 and \$63,000.00, respectively.

Pursuant to the District's Affirmative Action Ordinance Revised Appendix D, contract goals are established based upon the availability of at least three (3) MBEs and three (3) WBEs registered on the District's vendor list to perform the anticipated scope of work. Our review of the referenced vendor list disclosed an insufficient number of registered MBE and WBE vendors available to perform the sought-after scope of work. The number of VBEs also fell short of the requisite amount. As a result, Appendices D and V should not be included in this contract.

If you have questions concerning this review, please contact Fred Fortier, Diversity Officer, at (773) 999-6715.

RLM/FF

Attachments

C: D. LoCascio, S. Morakalis, L. Cornier, P. Kunath, N. Lopez, M. Valdez