

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: June 30, 2023

TO: Sean Kelly, Acting Director of Information Technology

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

SUBJECT: Review of Purchase Order to AVI-SPL LLC for Avaya Equipment and Maintenance

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

The District is seeking to issue a purchase order with AVI-SPL LLC under the State of Minnesota Cooperative Purchasing Venture Agreement Contract ("Agreement") for the purchase of Avaya Equipment and Maintenance. The purchase of Avaya Equipment and Maintenance is required to replace equipment that has reached its end of life located at the Stickney Water Reclamation Plant and Service Area. The total cost for this contract is \$339,247.02.

AVI-SPL LLC is the only source of supply for Avaya Equipment and Maintenance under this Agreement. The Department of Procurement and Materials Management has authorized the Department of Information Technology to purchase Avaya Equipment and Maintenance under this Agreement.

Given that AVI-SPL LLC is the only source of supply for Avaya Equipment and Maintenance under this Agreement, there are no opportunities for subcontracting. Therefore, the Appendix A and Appendix V should not be included.

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

RLM/PCS

c: Darlene A. LoCascio, Director of Procurement and Materials Management
Morakalis, Cornier; Piotrowski, file (2)