

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration,
Diversity Section

DATE: January 22, 2025

TO: Scott Kowalski, Buyer

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

**SUBJECT: Review of Information for Contract 25-006-11, Furnish and Deliver
Janitorial Supplies to Various Locations for a One-Year Period**

Our review of this contract indicates that this contract should not contain goals for Affirmative Action participation. The total estimated cost for the requested services is \$198,000.00. However, there are four (4) groups, A, B, C and D and each group is less than \$100,000.00.

Affirmative Action participation goals are applicable to District contracts where the estimated total expenditure is in excess of \$100,000.00. Since the estimated total cost for Group A is \$40,000.00, Group B is \$56,000.00, Group C is \$34,000.00 and Group D is \$68,000.00, Affirmative Action participation goals will not apply. Therefore, the Appendix D and the Appendix V should not be included.

If you have any questions, please contact Diversity Officer, Susan M. Schaefer, at 847/975-9074.

RLM/SMS

cc: Darlene A. LoCascio, Director of Procurement and Materials Management
Morakalis, Cornier, Kunath, Lopez, Valdez, file