

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 14, 2024

**TO:** John P. Murray, Director of Maintenance and Operations

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

**SUBJECT:** Review of Information for Contract 24-648-11, Snow Plowing at the  
Lockport Powerhouse

Our review of this contract and specifications indicates that Affirmative Action goals are not recommended. The Appendix D and Appendix V should not be included.

The District is seeking a Contractor to provide all necessary equipment, labor, supervision, tools and materials to perform snow plowing and de-icing services at the Lockport Powerhouse and associated facilities. Affirmative Action participation goals are applicable to District contracts where the estimated total expenditure is in excess of \$100,000.00. Since the estimated cost for these services is \$90,000.00 over a three-year period, Affirmative Action participation goals will not apply. Therefore, the Appendix D and Appendix V should not be included.

If you have any questions, please contact Diversity Officer, Susan M. Schaefer, at extension 1-4043.

RLM/SMS

cc: LoCascio, Morakalis, Skawski, A. Hernandez, Cornier, Lopez, Valdez, file