


**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** August 7, 2024

**TO:** Scott Kowalski, Buyer, Procurement and Materials Management

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

**SUBJECT:** **Review of Information for Contract 24-055-11, Furnish and Deliver  
Pipe Covering and Insulation 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 \$60,000.00.

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 is \$60,000.00, 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 extension 1-4043.

RLM/SMS

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