

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** March 9, 2026

**TO:** Scott Kowalski, Buyer

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

*Richard L. Martinez, Jr.*

**SUBJECT: Review of Information for Contract 26-025-1H, Furnish and Deliver  
Stem Gate Valves 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 project, with a total estimated cost of \$108,000.00, requires the Contractor to furnish and deliver stem gate valves to various locations for a one-year period. The Affirmative Action Ordinance, Revised Appendix D and Appendix V do not apply to this contract because it is a furnish and deliver contract with no subcontractable opportunities.

If you have any questions, please contact Diversity Officer Shanice Rich at richs@mwr.org.

RLM/SMR

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