

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: November 10, 2020

TO: Beverly K. Sanders, Director of Human Resources

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: Review of Contract 21-304-11 Annual Maintenance, Repairing, Recharging and Hydrostatic Pressure Testing of Portable Fire Extinguishers for a Three (3) Year Period

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

The purpose of this Contract is to furnish and deliver annual maintenance, repairing, recharging, and hydrostatic pressure testing of portable fire extinguishers for a three (3) year period to various locations. The estimated cost for these services is \$135,000.00.

There is a lack of MBE/WBE/SBE/VBE firms available to perform the requested services. Therefore, the Appendix A and Appendix V should not be included.

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

RDB/PCS

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