

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: August 24, 2020

TO: Eileen M. McElligott, Administrative Services Officer

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: Review of DRAFT Request for Proposal 20-RFP-12 Provide Vending Machines at
Various Locations for a Thirty-Six (36) Month Period

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

The purpose of this RFP is to provide nineteen (19) vending machines at ten (10) locations throughout the District for a thirty-six (36) month period. There are no direct costs for the services supplied throughout the term of this Proposal.

Since there are no direct costs to the District and a successful Proposer will be compensated through its vending sales, 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 (Law), Cornier, May, Markovich, file (2)