

**INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: July 19, 2024

TO: David Schmid, Buyer

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

RLM/PCS

SUBJECT: 24-009-11, "Furnish and Deliver Cloths, Paper Towels & Toilet Tissue to Various Locations for a One (1) 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 \$100,000.00. However, there are four (4) groups, A, B, C and D and each group is less than \$100,000.00.

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 for Group A is \$3,000.00, Group B is \$60,000.00, Group C is \$32,000.00 and Group D is \$5,000.00, affirmative action participation goals will not apply. Therefore, the Appendix D and the Appendix V should not be included.

Should you have any questions, please contact Fred Fortier, Diversity Officer, at 1-4032.

RLM/PCS

c: Darlene A. LoCascio, Director of Procurement and Materials Management
Morakalis, Cornier, Kunath, Lopez, Valdez, file (2)