

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: May 23, 2023

TO: Darlene LoCascio, Director of Procurement and Materials Management

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

SUBJECT: Goal Review of Contract 23-009-11, "Furnish and Deliver Cloths, Paper Towels & Toilet Tissues to Various Locations for a One-Year Period"

Our review of the associated detail specifications and cost estimate indicates that the subject contract should not contain goals for Affirmative Action participation. Pursuant to the District's Affirmative Action Ordinance Revised Appendix D, Affirmative Action participation goals are applicable where the total approved expenditure exceeds \$100,000.00. Given the estimated cost of \$90,000.00 for this contract, Affirmative Action goals will not apply. Therefore, Appendix D and Appendix V should not be included.

If you have questions concerning this review, please contact Fred Fortier, Diversity Officer, at extension 1-4032.

RLM/FF:

Attachments

C: D. Schmid, L. Cornier