

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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** December 16, 2024

**TO:** Donna Tyes, Buyer

**FROM:** Richard L. Martinez, Jr., Acting Diversity Administrator *RLM/PCS*

**SUBJECT:** 25-028-11, Furnish and Deliver Paper Filters, Crucibles, and Petri Dishes  
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 total estimated cost for the requested services is \$202,000.00. However, there are three (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 \$75,000.00, Group B is \$20,000.00, Group C is \$82,000.00, and Group D is \$25,000.00 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 Ms. Malisa Torres, Diversity Officer, at 1-5711.

RLM:MGT

c: LoCascio, Cornier, Kunath, Morakalis, Valdez, Lopez