

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration,
Diversity Section **DATE:** July 7, 2026

TO: Scott Kowalski, Buyer

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

SUBJECT: **Revised Review of Information for Contract 26-006-11, “Furnish and Deliver Janitorial Supplies to Various Locations for a Three (3) Year Period”**

Our review of this contract indicates that this contract should not contain goals for affirmative action participation.

The project, with a total estimated cost of \$543,000.00, requires the Contractor to furnish and deliver janitorial supplies to various locations for a three-year period. The Affirmative Action Ordinance, Revised Appendix D and Appendix V do not apply to this contract because it is a furnish and deliver contract with no subcontractable opportunities.

If you have any questions, please contact Diversity Officer Shanice Rich at richs@mwr.org.

RLM/SMR

cc: D. LoCascio, S. Morakalis, M. Simkhin, L. Cornier, P. Kunath, N. Lopez, M. Valdez, file