

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

DEPARTMENT: General Administration,
Diversity Section

DATE: March 3, 2026

TO: Donna Tyes, Buyer

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

SUBJECT: Review of information for Contract 26-023-011, "Furnish and Deliver Lab Chemicals 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 \$82,000.00.

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 is \$82,000.00, affirmative action participation goals will not apply. Therefore, Appendices D and V should not be included.

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

RLM/SMR

c: LoCascio, Morakalis, Cornier, Kunath, N. Lopez, Valdez, file