

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

DEPARTMENT: General Administration
Diversity Section

DATE: July 25, 2024

TO: Kelley McCammon, Buyer

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



SUBJECT: 24-051-11, Furnish and Deliver Miscellaneous Hand Tools 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 \$121,000.00. However, there are five (5) groups, A, B, C, D and E 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 \$30,000.00, Group B is \$25,000.00, Group C is \$16,000.00, Group D is \$21,000.00 and Group E is \$29,000.00, 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. PJ Spencer, Senior Diversity Officer, at 1-5876.

RLM/PCS

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