

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** May 1, 2023

**TO:** Edward W. Podczerwinski, Director of Monitoring and Research

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

**SUBJECT:** **Goal Review for Contract No. 23-115-11 "Furnish and Deliver Label Printers, Barcode Scanners and Accessories (Requisition 1598916)."**

Our review of this contract and specifications indicates that Affirmative Action goals are not recommended. The Appendix D and Appendix V will not be included.

The purpose of this contract is to furnish and deliver label printers, barcode scanners and accessories that will operate in conjunction with the new Laboratory Management System currently being implemented through 20-RFP-02. Contract goals are established based upon the availability of at least three (3) MBEs and three (3) WBEs registered on the District's Vendor List to perform the anticipated services.

A review of the MBE/WBE vendors on the District's Vendor List yielded (1) MBE and (2) WBE vendors that can furnish these services. Therefore, the Appendix D and Appendix V are not applicable.

If you have any questions, please contact Diversity Officer, Ouidie Pollard, at extension 1-3029.

RDB:omp

Attachment

cc: D. LoCascio, L. Cornier, S. Morakalis, A. Schade