

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration, **DATE:** January 9, 2026  
Diversity Section

**TO:** Pinakin V. Desai, Acting Director of Maintenance and Operations  
*Richard L. Martinez, Jr.*

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

**SUBJECT:** Review of Information for Contract 22-602-21, Underground Storage Tank Improvements at Various District Facilities

Our review of this contract and specifications indicates that Affirmative Action goals are not recommended.

The District is seeking a Contractor to provide all necessary labor, material, equipment, appurtenances, management, expertise, and supervision to upgrade eleven (11) underground storage tanks (USTs); fuel dispensing systems; tank monitoring systems; emergency shut-off switches and alarms; as well as other appurtenances, at the District's various facilities. Additionally, the contract requires the Contractor to be licensed with the Office of the Illinois State Fire Marshal (OSFM) to perform decommissioning, installation/retrofit, and precision tank and line testing, as well as only use American Petroleum Institute (API) and/or State of Illinois certified labor to work on disconnecting/installing new control equipment, sensors, and control wiring for the USTs and fuel pumping systems, including providing the manufacturer's certification for equipment installation. The estimated total cost for these services is \$1,260,000.00.

Our analysis has determined that there are insufficient numbers of certified MBEs, WBEs, and VBEs available to perform this specialized scope of work. Therefore, Appendix D and Appendix V requirements should not be included in this contract.

If you should have any questions, please contact Diversity Officer, Susan M. Schaefer, [schaefer@mwrdd.org](mailto:schaefer@mwrdd.org).

RLM/SMS

cc: D. LoCascio, S. Morakalis, J. Skawski, M. Cavarretta, B. Levy, M. Matias, P. O'Leary, H. Wunderlich, L. Cornier, P. Kunath, N. Lopez, M. Valdez, S. Schaefer