

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: April 27, 2026

TO: Ted J. Kosowski, Director of Human Resources

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

SUBJECT: Review of 26-RFP-08, Pre-employment Physical Examinations, Post-offer Physical Assessments and Related Services

Our review of this Request for Proposal indicates that affirmative action goals are not recommended.

The District is seeking a vendor to provide pre-employment and return-to-work medical examinations, drug testing, and post-offer physical assessments for physically demanding positions. The preference is for these services to be conducted in a single visit to the provider's facility. The estimated cost is \$144,000.00.

These types of services are typically performed by a single provider at its own facility and do not provide practical opportunities for subcontracting. Therefore, Appendices A and V should not be included.

Should you have any questions, please contact Ms. PJ Spencer, Senior Diversity Officer, at spencerpj@mwr.org or extension 1-5876.

RLM/PCS

c: LoCascio, Morakalis, Cornier, Kunath, Lopez, Valdez, Moore, file