

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: December 4, 2025

TO: Donna Tyes, Buyer

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

SUBJECT: Contract 26-028-11, "Furnish and Deliver Paper Filters, Crucibles, and Petri Dishes 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 \$252,000.00. However, the contract is separated into three (3) groups (A, B, and C), and each group is estimated at 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 \$73,000.00, Group B is \$94,000.00 and, Group C is \$85,000.00, affirmative action participation goals will not apply. Therefore, Appendices D and 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