

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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** January 6, 2026

**TO:** Scott Kowalski, Buyer

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

**SUBJECT:** Contract 26-006-11, "Furnish and Deliver Janitorial Supplies 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 \$181,000.00. However, the contract is separated into four (4) groups (A, B, C and D), 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 \$24,000.00, Group B is \$46,000.00, Group C is \$38,000.00, and Group D is \$73,000.00, affirmative action participation goals will not apply. Therefore, Appendices D and V should not be included.

Should you have any questions, please contact Ms. Shanice Rich, Diversity Officer, at 1-3272.

RLM/SMR

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