

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** February 3, 2026

**TO:** Brian M. Levy, Managing Engineer,  
*Richard L. Martinez, Jr.*

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

**SUBJECT:** 26-RFP-03, Request for Qualification to Participate in a Reverse Auction to Supply Electricity to the MWRD

Our review of the draft request for proposal indicates that Affirmative Action goals are not applicable to this contract.

The purpose of this request for proposal is to partner with an electricity supplier that possesses the required expertise to supply all electricity and commodity components up to the delivery point, including but not limited to Electric Energy Supply Costs, Transmission Losses, Distribution Losses, and Ancillary Charges for the uninterrupted (“firm”) supply of electricity to several District facilities in Illinois.

Given that there are no upfront costs for this contract and that the District will select the lowest rate supplier and pay that supplier for monthly usage over the course of the contract, there are no practical opportunities for subcontracting. Therefore, Affirmative Action Appendices A and V should not be included.

Should you have questions concerning this contract, please contact Fred Fortier, Diversity Officer, at (312) 751-4032.

RLM:FF

Attachment

C: D. LoCascio, S. Morakalis, T. Phan, L. Cornier, P. Kunath, N. Lopez, M. Valdez