

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

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** July 15, 2024

**TO:** Scott Kowalski, Buyer

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

RLM/PCS

**SUBJECT:** **Goal Review of Contract 24-030-11, "Furnish and Deliver Lubricants to Various Locations for a One-Year Period"**

We have reviewed the specifications for the subject contract and determined that Affirmative Action goals are not recommended.

As stated in the attached transmittal letter, this project is comprised of 23 items, each of which will be awarded as an individual group. The scope of work for these three-year individual award groups requires lubricants to be furnished and delivered for maintenance and operation of gas and diesel automotive engines, transmissions and hydraulic lines, as well as general purpose turbine and other oils.

In accordance with the District's Affirmative Action Ordinance Revised Appendix D, Affirmative Action participation goals are applicable where the total approved expenditure exceeds \$100,000.00. Given the estimated cost range from \$1,000.00 to \$40,00.00 for the referenced 23 individual groups of this contract, Affirmative Action goals will not apply. Therefore, Appendices D and V will not be included.

If you have questions concerning this review, please contact Fred Fortier, Diversity Officer at extension 1-4032.

RLM:FLF

Attachment

c: D. LoCascio, S. Morakalis, L. Cornier, N. Lopez, M.Valdez