

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO

DEPARTMENT: General Administration  
Diversity Section

DATE: January 29, 2024

TO: Darlene A. LoCascio, Director of Procurement

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



SUBJECT: **Goal Review of Contract 24-006-11** – Furnish and Deliver Janitorial  
Supplies to Various Locations for a One-Year Period

We have reviewed the specifications for the subject contract and our review indicates that MBE/WBE and VBE goals are not recommended for this contract. The total estimated contract value is \$195,000 over a one-year period, and above the threshold for Diversity goals. However, the contract is broken into 4 groups each of which may be bid separately. Each of the 4 Groups, A through D have a total estimated contract value of less than 100,000. In addition, the furnish and deliver nature of this contract offers no opportunities for subcontracting any portion of the required scope of work.

Due to a lack of subcontracting opportunities in conformance with commercially useful function requirements, and in conjunction with the very low estimated contract value for each group, Affirmative Action Ordinance Revised Appendix D and Appendix V should not be included.

If you have any questions, please contact Denise Hardney, Diversity Officer at extension 14030.

RLM: DH  
Attachment(s)

c: S. Morakalis, N. Lopez, M. Valdez, S. Kolwaski, L. Cornier, D. Hardney, file