


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: May 16, 2023

TO: Y. Mwendu Lefler, Managing Civil Engineer, Program Management,
Construction

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

SUBJECT: 23-883-1Z, Furnish, Deliver, and Install One Digital Wide Format Scanner and
Printer/Copier

Our review of this contract indicates that this contract should not contain goals for affirmative action participation. Affirmative action participation goals are applicable to District contracts where the total approved expenditure is in excess of one hundred thousand dollars (\$100,000.00). Since the estimated total cost for this contract is forty-thousand dollars (\$40,000.00), affirmative action participation goals will not apply. Therefore, the Affirmative Action Ordinance, Revised Appendix D and Appendix V should not be included.

Should you have any questions, please contact Ms. PJ Spencer, Diversity Officer, at 1-5876.

RLM/PCS

c: Darlene A. LoCascio, Director of Procurement and Materials Management
Morakalis, Cornier, Woszczak, file (2)