

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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** February 16, 2024

**TO:** Kelly Vaughn, Buyer

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



**SUBJECT:** 24-033-11, Furnish and Deliver Miscellaneous Air Filters 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 \$101,500.00. However, there are four (4) groups, A, B, C, and D and each group is 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 \$62,000.00, Group B is \$12,000.00, Group C is \$2,500.00 and Group D is \$25,000.00, affirmative action participation goals will not apply. Therefore, the Appendix D and the Appendix V should not be included.

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

RLM/PCS

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