



CITY OF ORLANDO

MEMORANDUM

TO: Roger Cooper, Contract Administrator

THRU: Kevin Walsh, Minority Business Enterprise Official *KW*

FROM: Byron Raysor, Contract Compliance Investigator III *BR*

DATE: September 16, 2014

SUBJECT: Raper Dairy Sanitary Sewer Rehabilitation Project-IFB14-0370

Project Amount: \$1,442,891.40

With reference to the submission by **Insituform Technologies, LLC** regarding minority and women-owned business enterprise utilization for the above cited contract, please note the following:

The cited firms have been identified as City of Orlando certified:

Kathy's Video	WBE	\$ 685.00	.04%
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Insituform Technologies, LLC, Inc was the apparent low bidder but did not achieve the City's MWBE program goals of 18% MBE participation and 6% WBE participation. At the time of the bid submittal, Insituform Technologies, LLC submitted .04% M/WBE participation and good faith documentation. After evaluating the good faith documentation submitted by Insituform Technologies, LLC it has been determined that the scope for this project is very specialized and has limited subcontracting opportunities.

Based upon this office's interaction with **Insituform Technologies, LLC** and their submittal of agreement to subcontract with the named firm, we find good faith efforts substantiated and bid responsive.

In the event that **Insituform Technologies, LLC** has not submitted signed subcontract agreements, please remind them of the requirements to execute and submit to this office within seven (7) days after contract award, copies of all Ordinance related subcontracts. **Insituform Technologies, LLC** should also be informed that any change orders, up or down, require 24% M/WBE participation on the total amount of such change order.

IMPORTANT: PLEASE INFORM **INSITUFORM TECHNOLOGIES, LLC** THAT ANY MATERIAL CHANGES IN THE CONTRACTUAL RELATIONSHIP HEREINAFTER ESTABLISHED BETWEEN THE PRIME AND THE SUBCONTRACTOR AGREEMENT MUST BE PROMPTLY REPORTED TO MINORITY BUSINESS ENTERPRISE OFFICIAL FOR APPROVAL.

cc: Richard Howard, Director of Public Works
Insituform Technologies, LLC

MINORITY BUSINESS ENTERPRISE

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