



CITY OF ORLANDO

MEMORANDUM

TO: Silvia Coste, Purchasing Agent II

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

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

DATE: February 29, 2016

SUBJECT: Dubsdread Golf Course Parking Lot Improvements Project -IFB16-0131

Project Amount: \$ 236,442.50

With reference to the submission by **RMS Construction Group, 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:

EM Paving	MBE	\$ 44,000.00	18.6%
Winter Garden Grassing, Inc.	WBE	\$ 12,000.00	5.1%
Angco, Inc.	WBE	\$ 2,215.00	0.9%
Total M/WBE Participation		\$ 58,215.00	24.6%

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

In the event that **RMS Construction Group, 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. **RMS Construction Group, 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 RMS CONSTRUCTION GROUP, 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

MINORITY BUSINESS ENTERPRISE

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