



CITY OF ORLANDO

MEMORANDUM

TO: Brittany Decker, Purchasing Agent

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

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

DATE: May 13, 2014

SUBJECT: Dahlia Drive Sanitary Improvements - (Project #6363)

Project Amount: \$1,366,110.00

With reference to the submission by **Metro Equipment Service, Inc** 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:

| | | | |
|----------------------------------|-----|---------------------|--------------|
| Site Solution of Central Florida | WBE | \$ 90,000.00 | 6.6% |
| Diversified Supply, Inc | MBE | \$110,526.00 | 8.1% |
| EM Paving Corporation | MBE | <u>\$140,374.77</u> | <u>10.3%</u> |
| Total: | | \$340,900.77 | 25.0% |

Based upon this office's interaction with **Metro Equipment Service, Inc** and their submittal of agreements to subcontract with the named firms, we find good faith efforts substantiated and bid responsive.

In the event that **Metro Equipment Service, Inc** 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. **Metro Equipment Service, Inc** 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 METRO EQUIPMENT SERVICE, INC 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
Metro Equipment Service, Inc

MINORITY BUSINESS ENTERPRISE

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