



CITY OF ORLANDO

MEMORANDUM

TO: Maureen Bowman, Purchasing Agent II

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

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

DATE: June 25, 2015

SUBJECT: Concrete Sidewalk Repair and Construction--- (Project #IBF15-0290)
Project Amount: \$769,350.00

With reference to the submission by **Parthenon Construction Co.** regarding minority and women-owned business enterprise utilization for the above cited contract, please note the following.

Our office has evaluated the corresponding bids for this project and the supporting documentation. The apparent low bidder was Parthenon Construction Co. However, upon examination of the bid submittal, it was determined that the apparent low bidder failed to achieve the Minority Business Enterprise (MBE) goal of 18% and the Women Business Enterprise (WBE) goal of 6%, and failed to submit good faith documentation at the time of bid.

The apparent second low bidder was Altair Environmental Group. Altair Environmental Group did achieve the Minority Business Enterprise (MBE) goal of 18% and the Women Business Enterprise (WBE) goal of 6%, by submitting 18% MBE participation and 6% WBE participation.

Based upon this office's interaction with **Altair Environmental Group** we find good faith efforts substantiated and bid responsive.

In the event that **Altair Environmental Group** 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. **Altair Environmental Group** 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 **ALTAIR ENVIRONMENTAL GROUP** 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
Altair Environmental Group

MINORITY BUSINESS ENTERPRISE

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