



CITY OF ORLANDO

MEMORANDUM

TO: Silvia Coste, Purchasing Agent II

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

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

DATE: February 2, 2016

SUBJECT: Lake Olive to Lake Lawsona Drainage Improvements -IFB16-0005/CIP0126P

Project Amount: \$442,144.00

With reference to the submission by **C. E. James, 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:

C & C Concrete	MBE	\$ 45,000.00	10.2%
Central Hauling and Excavating	MBE	\$ 15,000.00	3.4%
Suca Pipe & Supply	MBE	\$ 47,000.00	10.6%
Total M/WBE Participation		\$107,000.00	24.2%

Based upon this office's interaction with **C. E. James, Inc.** and their submittal of agreement to subcontract with the above named firms, we find good faith efforts substantiated and bid responsive.

In the event that **C. E. James, 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. **C. E. James, 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 C. E. JAMES, 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
C. E. James, Inc.

MINORITY BUSINESS ENTERPRISE

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