



CITY OF ORLANDO

MEMORANDUM

TO: Michael Melzer, P.E., Project Manager / Capital Improvement & Infrastructure Division

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

FROM: Chisha Lewis, Contract Compliance Investigator II *CL*

DATE: November 16, 2016

SUBJECT: Continuing Professional Wastewater Engineering Services: **Lift Station Electrical Upgrades and Other Improvements**

Project Number: RQS15-0382-4 Task 05 Service Authorization Amount: \$319,319.35

With reference to the submission by **Reiss Engineering, Inc.** regarding minority and women-owned business enterprise utilization for the above cited service authorization please note the following:

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

L & S Diversified, LLC (MWBE)	WBE	\$ 21,337.00	6.68%
Electrical Design Associates, Inc. (MWBE)	MBE	<u>\$141,275.66</u>	<u>44.24%</u>
Total M/WBE Participation		\$162,612.66	50.92%

Based upon this office's interaction with **Reiss Engineering, Inc.** and their submittal of agreement to subcontract with the named firms, we find good faith efforts substantiated and proposed information sufficient. **Reiss Engineering, Inc.** should continue to make an effort to provide M/WBE participation on future task authorizations.

In the event that **Reiss Engineering, 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. **Reiss Engineering, 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 REISS ENGINEERING, 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
Reiss Engineering, Inc.

MINORITY BUSINESS ENTERPRISE

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