



CITY OF ORLANDO

MEMORANDUM

TO: Lihua Wei, P.E. Project Manager / Public Works Department

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

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

DATE: November 18, 2016

SUBJECT: City of Orlando Stormwater Facilities Inventory Maintenance Update – FY 2016 - 2017

Project Number: 13393

Service Authorization Amount: \$ 999,143.29

With reference to the submission by **Southeastern Surveying and Mapping Corporation** 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:

PES, LLC	MBE	\$109,905.76	11%
L&S Diversified, LLC (MWBE)	MBE	\$109,905.76	11%
Horizon Geo Services, Inc.	WBE	<u>\$ 19,982.87</u>	<u>2%</u>
Total M/WBE Participation		\$239,794.39	24%

Based upon the proposal received from **Southeastern Surveying and Mapping Corporation** and their submittal of agreement to subcontract with the named firms, we find good faith efforts substantiated and proposed information sufficient.

In the event that **Southeastern Surveying and Mapping Corporation** 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. **Southeastern Surveying and Mapping Corporation** 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 **SOUTHEASTERN SURVEYING AND MAPPING CORPORATION** 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
Southeastern Surveying and Mapping Corporation

MINORITY BUSINESS ENTERPRISE

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