



CITY OF ORLANDO

MEMORANDUM

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

THRU: Janeiro Coulter, Blueprint Special Project Manager

FROM: Chisha Lewis, Contract Compliance Investigator II

DATE: May 15, 2017

SUBJECT: Continuing Stormwater Services: **East Lake Arnold Project**

Project Number: RQS15-0293

Service Authorization Amount: \$ 234,801.71

With reference to the submission by **AVCON, 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:

| | | | |
|--|------------|--------------------|--------------|
| Barnes, Ferland & Associates, Inc. (Subsurface Utility Exploration) | MBE | \$26,423.00 | 11.25% |
| L&S Diversified, LLC (Topographic Survey) | (MWBE) WBE | \$19,150.50 | 8.16% |
| NADIC Engineering Services, Inc. (Geotechnical Engineering) | (MWBE) MBE | <u>\$14,222.35</u> | <u>6.06%</u> |
| Total MWBE Participation | | \$59,795.85 | 25.47% |

Based upon review of the proposal and their submittal of agreement to subcontract with the named firms, we find good faith efforts substantiated and proposed information sufficient. AVCON, Inc. should continue to make an effort to provide M/WBE participation on future authorizations.

In the event that AVCON, 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. AVCON, 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 AVCON, 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

MINORITY BUSINESS ENTERPRISE

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