

**MEMORANDUM**

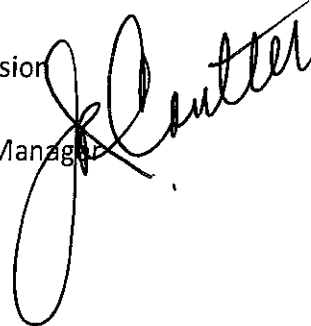
**TO:** Cindy Jordan, Procurement and Contracts Division

**THRU:** Janeiro R. Coulter, MBE/ BLUEPRINT Division Manager

**FROM:** Kay Hall, Contract Compliance Investigator

**DATE:** November 1, 2018

**SUBJECT:** M/WBE Award Approval Memo



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The Minority Business Enterprise Division concurs with the Procurement and Contracts Division and the Parks Division recommendations for the award of **IFB19-0011, to Cherrylake Inc. for purchase of trees.**

The M/WBE office has reviewed the subject procurement and has determined that there were no city-certified M/WBE firms that are able to provide the subject goods or services.

cc: David Billingsley, Chief Procurement Officer