



## MEMORANDUM

**TO:** Varun Desai, Procurement and Contracts Division

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

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

**DATE:** June 19, 2020

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

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The Minority Business Enterprise Division concurs with the Families, Parks and Recreation Department and the Procurement and Contracts Division recommendations for **the award of IFB20-0206, City of Orlando Park Signs, to Vital Signs of Orlando, Inc.**

Vital Signs of Orlando, Inc.'s M/WBE commitment to **IFB20-0206, City of Orlando Park Signs**, is \$ 81,900.00, to Manzi Metals, Inc. for 18% MBE Participation.

Based upon the MBE Division's interaction with Vital Signs of Orlando, Inc. and their submittal of agreement to contract with M/WBE firms, we find a good faith effort substantiated and bid responsive. The MBE Division will continue to work with Vital Signs of Orlando, Inc. to increase the WBE participation percentage with this project.

cc: David Billingsley, Chief Procurement Officer

cc: LouEmma Cromity, Assistant Chief Procurement Officer

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**EXECUTIVE OFFICES • MINORITY BUSINESS ENTERPRISE AND BLUEPRINT DIVISION**

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