



MEMORANDUM

TO: Varun Desai, Procurement and Contracts Division

THRU: Janeiro R. Coulter, Division Manager

FROM: Kay Hall, Contract Compliance Investigator

DATE: October 27, 2020

SUBJECT: M/WBE Award Approval Memo

A handwritten signature in black ink, appearing to read "Janeiro R. Coulter", written diagonally across the right side of the memorandum header.

The Minority Business Enterprise Division concurs with the Procurement and Contracts Division and Fleet Management Division recommendations for the award of **C21-0028, use of the National Joint Powers Alliance (NJPA) Contract #2021-120716-NAF with Alan Jay Fleet Sales, for the Purchase of Twenty (20) 2021 Chevrolet Tahoe Police 2WD Vehicles.**

The vehicles will supplement the current City Fleet, and will support the operational functions of various City Divisions.

The City does not utilize other agencies' contracts when there are opportunities for City-certified M/WBE firms to participate. The M/WBE Division 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
LouEmma Cromity, Assistant Chief Procurement Officer