



**DATE:** March 7, 2016  
**TO:** Kristine Williams, Business Division  
**FROM:** Tiffany Jones, M/WBE Office  
**DEPARTMENT:** Water Resources Department  
**SUBJECT:** Business Ink – Contract Extension

The M/WBE Office was asked to review documentation regarding the contract extension for Business Ink, Co. to provide bill printing, preparation for mailing, and cost of postage services. The M/WBE Office searched the database and was unable to identify M/WBE firms that could provide this service within the Relevant Market place.

Business Ink, Co. will self perform the project and has demonstrated that it is the normal business practice for the indicated firm to perform all elements of this type of contract with its own workforce and without the use of subcontractors.

Please be reminded that during the performance of the contract, if there is a change to the scope of work either through change orders or additions; the contractor must contact the M/WBE Office prior to making any such changes or substitutions. Please give me a call at 336-373-7698 if you have any questions.

TJ

cc: Gwen Carter, M/WBE Coordinator