



**DATE:** October 30, 2018  
**TO:** Danny Simmons, Water Resources  
**FROM:** Tiffany Jones, M/WBE Office  
**DEPARTMENT:** Water Resources  
**SUBJECT:** MWBE Memo Underground Utility Locate Services

The M/WBE Office reviewed the documentation submitted for the Utility Locate services contract to determine compliance with the City of Greensboro's M/WBE Program Plan. The M/WBE Office had advance substantive input in the contract specification process; and M/WBEs were notified of the opportunity to bid; of the two bidders that submitted, none were M/WBEs.

J&J Underground was the selected vendor to perform the duties required of the contract. The vendor intends to perform all of the work with its own workforce.

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 M/WBE Office must be contacted prior to making any such changes or additions.

TJ

cc: Gwen Carter, M/WBE Coordinator