



**DATE:** July 17, 2017  
**TO:** Allison Station, Centralized Contracting Division  
**FROM:** Tiffany Jones, M/WBE Specialist  
**DEPARTMENT:** Finance  
**SUBJECT:** MWBE Memo for Citywide Elevator Maintenance & Repair Service

The M/WBE Office reviewed the request for a waiver from the Centralized Contracting Division on behalf of the Engineering and Inspections Facilities Division for a waiver of the M/WBE participation requirements for the award of a contract to ThyssenKrupp Elevator Corporation. The M/WBE Program Plan requires the M/WBE Office to search the database and internet to determine if there are certified M/WBE firms or minority/women owned businesses in the MSA that could provide the monthly maintenance to elevators citywide and was unable to locate any. The M/WBE Office supports the waiver of the Plan on this contract. Section VII (h)(i) of the M/WBE Program Plan allows for such a waiver under these circumstances.

If approved, please send signed copy to the M/WBE Office. Please give me a call at 373-7698 if you have any questions.

TJ  
Attachment

cc: Gwen Carter, M/WBE Coordinator