




DATE: January 10, 2020
TO: Monica Jarett, Utility Design Engineer
FROM:  Aisha Miller, MWBE Specialist
DEPARTMENT: Water Resources
SUBJECT: M/WBE Memo for T.Z. Osborne On-Call PLC and SCADA Services

The M/WBE Office reviewed the request from the Water Resources Department for the supplemental agreement with CITI, LLC., to provide SCADA On-Call Support Services for communication and programming throughout the plant and to determine compliance of the M/WBE Program Plan. M/WBE goals were not established for the contract.

CITI, LLC., was requested to solicit and make an effort to use certified M/WBE firms capable of providing services needed to fulfill the supplemental agreement. The vendor committed to utilizing an M/WBE firm for the project.

The firm committed to subcontract 11.78% (\$15,000) or of the total contract value of \$127,373.00 to the following M/WBE firm.

Certification	Firm Name	County	Description of Work	Annual Contract Value	Utilization Percentage
MBE	S.S.M.C., Inc.	Guilford	Electrical Services	\$15,000	11.78%

Please be reminded that during the performance of the contract, if there are any changes to the contract; the M/WBE Office must be contacted prior to making any changes.

Thank you

cc: Gwen Carter, M/WBE Coordinator
Jay Guffey, Engineering Supervisor