



DATE: April 4, 2016
TO: Butch Shumate, Facilities Manager
FROM: Kirim McGee, M/WBE Specialist
DEPARTMENT: Facilities Department
SUBJECT: Service Center "A" Building Roof Replacement

The M/WBE Office reviewed the documentation submitted by Professional Roofing Services, Inc. to determine compliance with the City's M/WBE Plan. There were no M/WBE goals established for the project. Professional Roofing Services, Inc. proposed to fulfill the work of the contract with its own work forces. Based on the nature of the work, it appears that the contractor has the capacity to perform all of the work without the use of subcontractors. M/WBE firms were provided an opportunity to bid the work but chose not to do so.

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 or if a subcontractor is replaced; the contractor must contact the M/WBE Office prior to making any such changes or substitutions.

Please give me a call if you have any questions.
Kirim McGee

cc: Gwen Carter