



DATE: July 29, 2016
TO: Butch Shumate, E&I
FROM: Tiffany Jones, M/WBE Office
DEPARTMENT: Engineering & Inspections
SUBJECT: MMOB Roof Replacement Contract #2016-007B

The M/WBE Office reviewed the documentation submitted by Allied Roofing Co., Inc to determine compliance with the City's M/WBE Plan; contract goals were not established for the project. Bidders were encouraged to solicit certified M/WBEs whenever there are potential sources for goods and services necessary to complete the project.

Allied Roofing has committed to utilizing the following firm:

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
WBE	East Coast Drainage	Rockingham	Pressure Washing	\$36,550	4.3%

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