



DATE: July 29, 2016
TO: Kelsey Brown, E&I
FROM: Tiffany Jones, M/WBE Office
DEPARTMENT: Engineering & Inspections
SUBJECT: Janitorial Services for GTA Admin Building

The M/WBE Office reviewed the documentation submitted for the Janitorial Services at the GTA Administration Building 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 eleven bidders, four were MBE firms.

Kleen It Up, a non-M/WBE firm, was the selected vendor to perform the duties required of the contract. The contractor 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