



DATE: September 6, 2016
TO: Tonya Williams, Field Operations
FROM: Tiffany Jones, M/WBE Office
DEPARTMENT: Field Operations
SUBJECT: M/WBE Review Temporary Labor Service – Mowing & Landscaping

The M/WBE Office reviewed the documentation submitted for the Temporary Labor Service 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; the contract was debundled to allow firms to bid on individual portions of the contract. M/WBEs were notified of the opportunity to bid. Of the seven bidders, one was an MBE firm.

Hire Quest, LLC, was selected as the vendor to perform the duties required of the contract.

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