



**DATE:** December 9, 2016  
**TO:** Kelsey Brown, Facilities  
**FROM:** Tiffany Jones, M/WBE Office  
**DEPARTMENT:** Engineering & Inspection  
**SUBJECT:** M/WBE Review for Janitorial Services for the Depot

The M/WBE Office reviewed the documentation submitted for the janitorial services at the Depot 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. There were eight bidders of which two were MBE firms.

Century Janitorial, a non M/WBE firm, 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