



DATE: February 8, 2019
TO: Scott Johnson, Deputy Director
FROM: Kirim McGee, M/WBE Office
DEPARTMENT: Coliseum
SUBJECT: M/WBE Memo for Event # 9273-1 Post Event Seat Cleaning at Coliseum

The M/WBE Office reviewed the documentation submitted for the post event seat cleaning services at the Greensboro Coliseum to determine compliance with the City of Greensboro's M/WBE Program Plan. M/WBEs were included in the bid solicitation. Of the four bids received, two were from Certified MBE firms.

United Maintenance Company, Inc was the lowest responsible, responsive bidder. The firm proposed to perform all elements of the contract with its own work forces without the use of subcontractors.

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.

Please give me a call at 336-373-7747 if you have any questions.

KM

cc: Gwen Carter, M/WBE Coordinator