



**DATE:** April 12, 2017  
**TO:** Mike Perdue, Project Manager  
**FROM:** Tiffany Jones, M/WBE Specialist  
**DEPARTMENT:** Coliseum  
**SUBJECT:** Coliseum Special Event Center Roof

The M/WBE Office reviewed the documentation for the above mentioned project to determine compliance with the City's M/WBE Program Plan. There were no M/WBE goals established for the project. M/WBEs were notified of the opportunity, however, to bid the project firms had to be on the specified manufactures approved list; no M/WBE firms were on the approved list.

AA Roofing, was lowest responsive responsible bidder and did not propose M/WBE 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 or if a subcontractor is replaced; the contractor must contact the M/WBE Office prior to making any such changes or substitutions.

TJ

cc: Gwen Carter, MWBE Coordinator