




**MEMO**

**DATE:** December 2, 2019

**TO:** Dwayne S. Church, Deputy Fire Chief - Administration

**FROM:**  Aisha Miller, MWBE Specialist

**DEPARTMENT:** Fire

**SUBJECT:** M/WBE Memo for CAD System Installation

The M/WBE Office reviewed the documentation submitted for the 24 Station CAD System Installation submitted by the Fire Department to determine compliance with the City of Greensboro M/WBE Program Plan Policy. M/WBE goals were not established for this other services contract and M/WBE firms were notified of the opportunity to submit a proposal.

US Digital Designs, Inc. was selected to perform the CAD system installation services at \$1,285,463.81. The services were solicited as a project estimated to be completed in one year or less. Presently, there are no M/WBEs in North Carolina who possess the required certification to install the CAD system so US Digital solicited installation assistance to their certified MBE partnering firm Honeymac, Inc. (located in Virginia) for a contract value of \$301,107.66 or 23.42%. To achieve M/WBE utilization, Honeymac solicited electrical vendors in the Greensboro Relevant Marketplace to assist with the rough-in wire installation. Chazown Media, LLC was selected as the MBE firm at a value of \$67,699.14 or 5.27% toward our annual aspirational goal.

Certification	Firm Name	County	Description of Work	Contract Value	Utilization Percentage
MBE	Chazown Media, LLC	Guilford	24 Station Rough-in Wire Installation	\$67,699	5.27%

Please be reminded that during the performance of the contract, if there is a change to the scope of the work either through change orders or additions; the M/WBE Office must be contacted prior to making any such changes or additions.

Thank you

Cc: Gwen Carter, M/WBE Coordinator  
Bobby W. Nugent, Fire Chief