



DATE: September 23, 2020

TO: David Johnson, Assistant Equipment Services Manager

FROM: Allison Staton, Senior M/WBE Specialist

DEPARTMENT: Financial & Administrative Services

SUBJECT: M/WBE Memo for Oil & Filter Changes and Maintenance Services

The M/WBE Office reviewed the documentation submitted for oil & filter changes and maintenance services for the Financial & Administrative Services, Equipment Services Division To determine compliance with the City of Greensboro M/WBE Program Plan. The M/WBE Office had advance input in the specification process and the services offered an opportunity for multiple vendor awards. Currently, there are no M/WBE firms in the Greensboro Marketplace who provide the services. Four bid responses were received and two vendors were selected for contract awards.

Traders Chevrolet, LLC was one of the selected vendors to perform the services. The department provided the appropriate affidavits for the service.

Please be reminded that during the performance of the contract, if there are any changes; the Department and Prime Contractor must contact the M/WBE Office for approval, before making any changes.

AS

Cc: Gwen Carter, M/WBE Compliance Officer
Patricia Martin, PSD Contracts Analyst