



**DATE:** November 10, 2021  
**TO:** Terri Goddard, Engineering Contracting Specialist  
**FROM:** Nora Gardner, MWBE Specialist  
**SUBJECT:** M/WBE Memo for Window Cleaning 2021-2022

The M/WBE Office reviewed the documentation submitted for Window Cleaning 2021-2022 to determine compliance with the City of Greensboro's M/WBE Program Plan. The M/WBE office was notified prior to the award of services, and M/WBE firms were provided the opportunity to submit a proposal. No M/WBE goals were established for this project.

Scottie's Building Services, LLC was selected to provide the services. The contract award is for three years with a total contract value of \$189,000.00 (\$63,000.00 annually). The vendor will self-perform the services, and the department has submitted the appropriate affidavit.

Please be reminded that during the performance of the contract, if there are any changes, including subcontractor replacement, the Department and Vendor must contact the M/WBE Office for approval before making any such changes or substitutions.

Thank You

Cc: Allison Staton, M/WBE Compliance Officer  
Timothy Jackson III, M/WBE Coordinator