



DATE: May 19, 2022

TO: Kimberly Welborn, Procurement Services

FROM: Jay Elaine Slaydon, M/WBE Specialist

SUBJECT: M/WBE Memo for Janitorial Services for Landfill & Transfer Station

The M/WBE Office received a request for the urgent cleaning for the White Street (Administrative Office, Maintenance Shop, Operations Building, and Compliance Building) and the Burnt Poplar Facilities (Scale House Building & Main Building). The M/WBE Office reviewed the information to determine compliance with the M/WBE Program Plan. M/WBE firms were contacted and provided the opportunity to submit a bid.

Lopez Cleaning Services was the selected vendor to perform the services. The firm is a MBE firm and will self-perform the work for an estimated total of \$ 102,270.00. The scope of the project includes a routine weekly, monthly, and semi-annual cleaning. The 3 year total contract amount breaks down as follow: 1st year has a time initial cleaning with the routine cleanings for a total of \$34,590.00; 2nd year costs includes only the routine cleanings for a total cost of \$33,840; and the 3rd costs includes only the routine cleaning for a total cost of \$33,840.00. The department provided the appropriate affidavit for the services.

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