



DATE: July 5, 2022

TO: Timothy Dunlap, Plant Superintendent

FROM: Nora Gardner, M/WBE Specialist

SUBJECT: M/WBE Memo for 2020-5102 North Buffalo Pump Station Mowing Change Order 1

The M/WBE Office reviewed the change order request for Contract 2020-5102 with Sharpe's Landscaping & Design, Inc. for additional mowing services to determine continued compliance with the M/WBE Program Plan. The M/WBE Office reviewed the original contract, and no goals were established for the services.

Sharpe's Landscaping & Design, Inc., a certified MBE firm, was awarded a two-year contract for \$72,000.00. Change Order #1 for additional mowing services in the amount of \$36,000.00 will increase the total contract value to \$108,000.00 and extend the contract term an additional year. The contract continues to comply with the M/WBE Program Plan.

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