



DATE: November 30, 2022

TO: David Deel, Solid Waste Disposal Manager

FROM: Allison Staton, M/WBE Compliance Officer

SUBJECT: M/WBE Memo for Contract 2021-10858 Maintenance and Repair of Equipment, Change Order 2

The M/WBE Office reviewed the change order request from the Field Operations Department for contract 2021-10858 Maintenance and Repair of Equipment to determine continued compliance with the M/WBE Program Plan. No goals were established for the service and M/WBE firms were notified of the opportunity to submit a bid.

James River Equipment was awarded a six-month contract on May 7, 2021, for \$75,000.00. Change Order 1, extended the services an additional year and was approved by the City in January 2022. The department's request is for additional funds and to extend the contract until December 31, 2023. Change Order 2 for \$150,000.00 will increase the total contract value to \$225,000.00. The M/WBE Program Plan supports this request.

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

Thank you

Cc: Timothy Jackson III, M/WBE Coordinator