



DATE: December 21, 2023
TO: Griffin Hatchell, Division Manager Solid Waste Collections
FROM: Shelia Reaves-Willett, M/WBE Specialist
SUBJECT: M/WBE Memo for Assembly and Delivery of Yard Waste Carts

The M/WBE Office reviewed the request submitted for Assembly and Delivery of Yard Waste Carts for the Field Operations Department to determine compliance with the M/WBE Program Plan. The M/WBE Office had advance input in the solicitation process and respondents were eligible to receive up to a total of ten points for M/WBE participation. No contract goals were established for the services.

Schaefer Plastic North America, LLC was the selected firm and will be awarded a one-year contract for \$369,000.00. Schaefer will subcontract to Strategic Cart Services who has committed to utilizing 10% of their contract to local M/WBE firms capable of providing services needed to fulfill the contract. The total amount of the 2nd tier M/WBE commitment is estimated at \$36,900.00.

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,

SRW

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