



DATE: January 21, 2026

TO: Butch Shumate, Facilities Manager, Engineering and Inspections Department

FROM: Shelia Reaves-Willett, OBO Specialist

SUBJECT: OBO Memo for the Chiller Maintenance and Repair Services –Event #12199

The Office of Business Opportunity reviewed the documentation submitted by the Engineering & Inspections Department for the Chiller Maintenance and Repair Services in various locations across the City to determine compliance with the M/WBE Program Plan. The OBO Office had advanced input in the specification process, and respondents were eligible to receive a total of ten (10) points for M/WBE participation. No contract goals were established for the services, and M/WBE firms were notified of the opportunity to submit a proposal.

Systems Contractors Inc. was requested to solicit and make an effort to use certified M/WBE firms capable of providing services needed to fulfill the project. The chiller maintenance services will be for an estimated contract amount of \$298,273.86 (\$99,424.62 annually), and the chiller repair services for an estimated contract amount of \$450,000.00 (\$150,000.00 annually). This amount will only be encumbered by the department as urgent repairs are identified.

The contract award is for a three-year term from April 1, 2026, to March 31, 2029, for an estimated total maintenance and repair contract amount of \$748,273.86. Systems Contractors Inc. submitted Affidavit C stating that they have a WBE utilization commitment of 26.53%.

The following WBE firm will be utilized on the project:

ID	Firm Name	County	Description of the Work	Contract Amount	Contract %
WBE	Sustainable Water Treatment, LLC.	Randolph	Water Treatment Services	\$79,132.00	26.53%

Please be reminded that during the performance of the contract, if there are any changes, the Department and Vendor must contact the OBO for approval before making any such changes or substitutions.

SRW

Cc: Michael Humphrey, OBO Compliance Officer
 Michael McKoy, OBO Liaison
 Melanie A. Anderson Contract Analyst, Procurement Services Division