



Office of Business  
Inclusion and Advancement

City of Winston-Salem  
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# Memorandum

**TO:** Mayor, Mayor Pro Tempore, and Members of City Council  
**FROM:** Jakira Westbrook, Business Inclusion Manager  
**DATE:** March 22, 2022  
**SUBJECT:** Clarification for Item #22-0132, 22-0136, 22-0137, and 22-0138  
**CC:** Ben Rowe, Assistant City Manager  
Ken Millett, Director, Business Inclusion and Advancement

During the March 21<sup>st</sup> Finance Committee meeting, Mayor Pro Tempore Adams asked questions regarding the business location and M/WBE scoring for items C-6 (22-0132), C-7. (22-0136), C-8. (22-0137), and C-9. (22-0138).

A 10% goal for participation by minority and women-owned businesses was established for these services. A proposer may receive points through the participation of M/WBE sub-consultants, through his/her own performance on the project if the proposer is a certified minority/woman-owned firm, or through demonstrating a good faith effort to meet the M/WBE participation goal.

The M/WBE goal may be satisfied by an entity that qualifies as a Minority Business Enterprise under N.C. General Statute 143-128, and has been certified by the State of North Carolina's Office for Historically Underutilized Businesses. The entity must be HUB certified at the time the proposal is submitted. If an entity is certified as a Minority Business by a state other than North Carolina, proof of certification must be submitted with the proposal.

In order for the proposer to receive points allocated for location of business, two criteria must be met: (1) the proposer (or at least one of the proposer's employees) must have a physical office location in Winston-Salem, Forsyth County, or North Carolina, and (2) the proposer shall submit under confidential cover with his/her proposal, evidence that as the employer, the proposer has paid payroll taxes for the firm located in Winston-Salem, Forsyth County, or North Carolina for at least one employee. The proposer shall submit the required documentation to comply with provision A (Winston-Salem/Forsyth County presence) or provision B (North Carolina presence).

The requirements listed above reinforce the City's efforts to stimulate the local economy by hiring contractors from the Winston-Salem/Forsyth County Area and by utilizing minority and women contractors and service providers.

In summary, the scores for all subject projects were reviewed and scored correctly. Piedmont Landscape Management Company Inc. was not certified by the State of North Carolina's Office for Historically Underutilized Businesses at the time the proposal was due. Additionally, the firms that received zero (0) points for location of business did not provide documentation to fully satisfy the business location requirements as outlined above.



**City Council:** Mayor Allen Joines; Denise D. Adams, Mayor Pro Tempore, North Ward; Barbara Hanes Burke, Northeast Ward; Robert C. Clark, West Ward; John C. Larson, South Ward; Jeff MacIntosh, Northwest Ward; Kevin Mundy, Southwest Ward; Annette Scippio, East Ward; James Taylor, Jr., Southeast Ward; City Manager: Lee D. Garrity