



Office of Business  
Inclusion and Advancement

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# Memorandum

**TO:** Mayor, Mayor Pro Tempore, and Members of City Council  
**FROM:** Zachary Taylor, Diversity Compliance Specialist  
**DATE:** August 2, 2023  
**SUBJECT:** M/WBE Participation for Joycelyn V. Johnson Municipal Services Center Roof Project  
**CC:** Ben Rowe, Assistant City Manager  
Ken Millett, Director, Business Inclusion and Advancement  
Jakira Westbrook, Business Inclusion Manager

## Joycelyn V. Johnson Municipal Services Center Roof Project

After reviewing the scope of work, confirming the relative availability of M/WBE firms, and discussing contract specifications, the City's Internal M/WBE Committee identified subcontracting opportunities in the areas of electrical, plumbing, hauling, and metal support assemblies. M/WBE participation goals were set at 7% MBE and 4% WBE.

The contractor solicited quotes from certified firms for any work for which the company is qualified, including the specific trades listed below. The contractor received quotes from certified M/WBE firms for those in *italics*.

- Hauling services, **No M/WBE Quotes received**
- Painting, **No M/WBE Quotes received**
- *Electrical*, **(MBE Quotes Received; Not Used in Bid; Non-M/WBE submitted quote at a lower price)**
- HVAC, **No M/WBE Quotes received**
- *Plumbing*, **(WBE Quote Received; Used in Bid; White Female/WBE Firm submitted quote at a lower price)**
- Signage, **No M/WBE Quotes received**
- Silt Fence, **No M/WBE Quotes received**
- Pavement Markings, **No M/WBE Quotes received**

With its bid, the contractor reached participation of 0% with certified minority-owned businesses and 4% with certified women-owned businesses. Because the established goal for minority participation was not achieved, the contractor was required to provide the City with Affidavit D, which documents their efforts to reach the set M/WBE participation goals.

In the review conducted by the M/WBE Citizens Advisory Committee, the contractor must accumulate a minimum of 115 out of 180 points to demonstrate a Good Faith Effort. For comparison, the State of North Carolina requires 50 out of 100 points. The contractor accumulated an average score of 50.4, thus not demonstrating a Good Faith Effort for M/WBE participation.

The M/WBE Citizen Advisory committee has determined that a Good Faith Effort was not made, the bid shall be rejected and not considered for award.



**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