



Memorandum

To: Carlecia D. Wright, Director
Mayor's Office of Business Opportunity

From: Terry A. Garrison, Chief
Houston Fire Department

Date: November 30, 2011

Subject: MWBE Participation Waiver Request

I am requesting a waiver of the MWBE Goal: Yes No Type of Solicitation: Bid Proposal

I am requesting a MWBE goal below 11% (To be completed by SPD, and prior to advertisement) Yes No

I am requesting a revision of the MWBE Goal: Yes No Original Goal: 0% New Goal: 0%

If requesting a revision, how many solicitations were received:

Solicitation Number: _____ Estimated Dollar Amount: \$305,000 Goal on Last Contract: 0%

Anticipated Advertisement Date: NA Solicitation Due Date: NA Was Goal met: Yes No

If goal was not met, what did the vendor achieve: _____

Name and Intent of this Solicitation: The contract will be to provide supplemental fire protection services in the Willowbrook Mall area for the Houston Fire Department.

Rationale for requesting a Waiver of Revision (Zero percent goal or revision after advertisement):

The scope of services has no potential for M/WBE participation due to the fact that the all services and maintenances on any repairs are done solely by Cypress Creek Volunteer Fire Department. There is no actual on-site service or installation provided. Therefore the Houston Fire Department is requesting from the Mayor's Office of Business Opportunity approval of a Zero (0%) percent goal for the above-referenced agreement.

Concurrence:

Fire Chief

Deputy Director

Robert Gallegos, Assistant Director

*Office of Business Opportunity

*Signature is required, if the request is zero percent MWBE participation, or to revised the MWBE goal.

