



# Memorandum

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**To:** Marsha Murray, Assistant Director  
Mayor's Office of Business Opportunity  
**From:** Veronica Douglas, CPPB  
**Date:** 3/21/13  
**Subject:** MWBE Participation Form

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: 4% New Goal: 0%  
If requesting a revision, how many solicitations were received: 6  
Solicitation Number: S24327 Estimated Dollar Amount: \$3,179,100.00  
Anticipated Advertisement Date: 8/24/2012 Solicitation Due Date: 9/27/2012  
Goal On Last Contract: 0% Was Goal met: Yes ☒ No ☐

If Goal was not met, what did the vendor achieve: \_\_\_\_\_

## Name and Intent of this Solicitation:

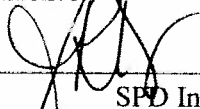
Airfield Lighting for the Houston Airport System

This procurement is for taxiway and runway sign component replacement parts approved by the Federal Aviation Administration Advisory Circular for the Houston Airport System.

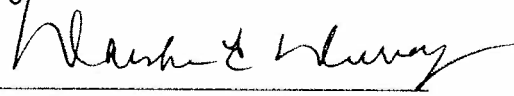
## Rationale for requesting a Waiver or Revision (0% goal or revision after advertisement) to be completed by SPD:

The taxiway and runway sign component replacement parts included in the bid document are manufactured by Liberty Airport Systems and are distributed directly to the City of Houston via common carrier. They do not have any authorized dealers.

Concurrence:

  
\_\_\_\_\_  
SPD Initiator

  
\_\_\_\_\_  
Division Manager

  
\_\_\_\_\_  
Marsha Murray, Assistant Director

Mayor's Office of Business Opportunity

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