




## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Veronica Briseño Lara, Director, Small and Minority Business Resources Department 

**DATE:** June 22, 2015

**SUBJECT:** Clarification Memo for Items 7 and 9 on City Council's June 23 and June 25, 2015 Agendas – Authorizing award, negotiation, and execution of a 60-month revenue contract with Allen Click for hay and pecans

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Item 7 on the June 23<sup>rd</sup> and Item 9 on the June 25<sup>th</sup> City Council agendas include the same procurement for Council's consideration, which would authorize the award and execution of a 60-month revenue contract with Allen Click for the sale of hay and pecans for estimated revenue of \$305,000.

The MBE/WBE (Minority-Owned Business Enterprise/Women-Owned Business Enterprise) section in the posting language for both items was left blank.

The Small and Minority Business Resources Department would like to clarify that the MBE/WBE section should read as follows: "This contract will be awarded in compliance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. There was no MBE/WBE availability for the solicitation scope and no subcontracting opportunities were identified; therefore, no goals were established for this solicitation."

Thank you.

cc: Marc Ott, City Manager  
Ray Baray, Chief of Staff  
Jannette Goodall, City Clerk  
Anne Morgan, Interim City Attorney  
James Scarboro, Purchasing Officer