



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

October 23, 2024

TO: Tiffany Fulse, Contracting Agent  
Procurement Division

FROM: Dexter Watts, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y24-157-TF - HVAC Filters for Facilities Management**

The Business Development Division received the three bids submitted for this project. While an M/WBE goal is not applicable to this solicitation, bidders were encouraged to consider utilizing M/WBE firms to the extent practicable. None of the three bidders include the Schedule of Sub-Contracting form in their bid.

Also, I confirm my recommendation is free of conflicts of interest.

*Sheena Ferguson 10.24.2024*