


OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex

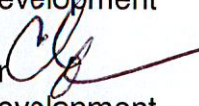
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MEMORANDUM

DATE: December 19, 2016

TO: Cheryl Hamilton, Customer Service Supervisor
Water and Wastewater Services

THRU: Sandy- Michael McDonald, Director 
Office of Economic and Small Business Development

FROM: Christopher L. Atkinson, Assistant Director 
Office of Economic and Small Business Development

SUBJECT: No CBE Goal for Utility Bill Printing and Mailing Services

Water and Wastewater Services (WWS) is seeking a vendor to print bills as received via postscript and pdf, receiving electronically WWS customer billing and mailing information and adding U.S. Postage delivery barcode requirements to each bill. A review of the Small Business Certified Firm Small Business Directory revealed that there are no certified County Business Enterprise (CBE) firms that are able to provide the services; therefore, consistent with the Broward County Business Opportunity Act of 2012, Sec. 1-81.3 (d), no CBE goal is applicable for this project.

This assessment is made upon the examination of the funding source as submitted to the Office of Economic and Small Business Development by the using agency. Please contact our office at (954) 357-6400 with any concerns.

cc: Freddy Castillo, Small Business Development Manager, OESBD
James Vose Jr., Small Business Development Specialist, OESBD