



**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT**

Governmental Center Annex

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

**MEMORANDUM**

**DATE:** January 17, 2018

**TO:** Randy Plunkett, Purchasing Agent  
Purchasing Division

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

**FROM:** Freddy Castillo, Small Business Development Manager *FC*  
Office of Economic and Small Business Development

**SUBJECT:** Bid No. BLD2115627B1, Window Cleaning Services - Aviation  
Small Business Enterprise (SBE) Reserve Compliance Review

The SBE Reserve Program was applicable to the solicitation of this contract. The certification eligibility of the firms at the time of bid was as follows:

- ALJ Services, LLC SBE
- R.K. Cleaning Services, Inc. SBE

As required by the Broward County Business Opportunity Act of 2012, firms certified as SBEs are eligible to respond under the SBE Reserve solicitation.

cc: Donna-Ann Knapp, Small Business Development Specialist, BCAD/OESBD