

## DECLARATION OF PROPOSED MBE/WBE UTILIZATION

*This Page Must Be Completed By Prime Bidder To Indicate The Amount (Percentage) Of MBE/WBE Participation. This Form is a Required Submission with the Bid / Proposal to the city.*

The undersigned, as a representative of the entity, \_\_\_\_\_, submitting a bid/proposal for the \_\_\_\_\_ project, hereby acknowledges that the MBE/WBE goal established for this project is \_\_\_\_%.

**Note: Bidder Shall Make One Of The Two Certifications Noted Below:**

**MBE/WBE Goal Met.** The Bidder represents that the proposed level of MBE/WBE participation as set forth in the enclosed Schedule of MBE/WBE participation for this project is \_\_\_\_\_% and Bidder represents attainment of the MBE/WBE participation goal. The Bidder has met the overall Minority/Women Business Enterprise participation goal with a total MBE/WBE Commitment Amount of \_\_\_\_\_(dollars). The Bidder agrees that the MBE/WBE firm(s) listed in the below Schedule of MBE/WBE Participation will be used to accomplish the MBE/WBE participation commitment for this contract, for at least the dollar amounts set forth herein. Affidavits of Intent confirming the proposed participation of the MBE/WBE s set forth on the Schedule of MBE/WBE Participation are attached.

**MBE/WBE Goal Not Met.** The Bidder represents that it is unable to achieve the MBE/WBE participation goal set for this contract and hereby requests a full or partial waiver of the goal. The Bidder verifies that it has employed good faith efforts to meet the established MBE/WBE goal and has submitted documentation of those efforts along with its bid documentation. The Bidder further agrees that the MBE/WBE firms listed in the below Schedule of MBE/WBE Participation will be used to accomplish the MBE/WBE participation goal for this contract, for at least the dollar amounts set forth herein. Affidavits of Intent confirming the proposed participation of the MBE/WBE s set forth on the Schedule of MBE/WBE Participation are attached.

**Schedule of MBE/WBE Participation**

City Project Number		Total bid/ Contract Amount	\$	
Name of MBE/WBE Company	Contact Person	Scope of Work	Percentage of Total Bid ÷ Subcontract Amount	Amount of Subcontract
			%	
			%	
			%	
			%	
			%	
<b>Total MBE/WBE Commitment</b>				
<b>Total Percentage of MBE/WBE Commitments (Total \$ MBE/WBE participation ÷ Total \$ Bid Amount)</b>				

\*Attach Additional Copies, If Necessary.\*

The undersigned further agrees to enter into formal agreements with the MBE/WBE s listed above or approved substitutions, for the work described in this schedule conditioned upon the award of a contract by the city. The undersigned will provide the City of Columbus, Office of Diversity and Inclusion a copy of the executed contract(s) with all MBE/WBE firms to perform on this contract, upon request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## AFFIDAVIT OF MBE/WBE INTENT TO PERFORM AS A SUBCONTRACTOR/SUBCONSULTANT/SUPPLIER {PART 1 OF 2}

**INSTRUCTIONS:** Complete one (1) form for **EACH** certified Minority/Women Business Enterprise (MBE/WBE ) committed to performing on this contract.

City Project Name		Project No.	
Prime Contractor/Consultant Company Name			
Name of Person Completing This Form			
Is Prime Contractor/Consultant certified as a Minority/Women Business Enterprise (MBE/WBE)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>MBE/WBE FIRM INFORMATION</b>			
MBE/WBE Firm Name			
MBE/WBE Firm Contact			
MBE/WBE Firm Address		City	State/Zip
Phone:		Email:	
MBE/WBE Subcontract Amount			

1. The undersigned MBE/WBE firm intends to perform work in connection with the above referenced project as:

An individual     
  A partnership     
  A corporation     
  A joint venture     
  Other

2. The undersigned affirms that (s)he is a duly authorized official representing the proposed MBE/WBE or (Minority, Women-Owned, if specified as eligible to count toward the MBE/WBE goal) and affirms its certification has not expired nor been revoked. The undersigned also affirms that the MBE/WBE firm is certified to perform the work described herein and that its current certification letter will reflect appropriate NAICS codes associated with the described scope of work.

**(Attach Copy of Current Certifications approval letter):**

3. If awarded the contract, the undersigned intends to enter into subcontract to perform the work described in Part 2 of this form for the prices/subcontract amount indicated.

\* If MBE/WBE Firm Is A Third-Tier Subcontractor, This Form Must Also Be Executed By The Second-Tier Subcontractor That Has The Subcontract Agreement With The MBE/WBE Firm.

X	
Authorized Signature of Prime Contractor	Title:
X	
Authorized Signature of MBE/WBE Subcontractor/ Consultant/ Supplier <b>(FIRST TIER):</b>	Title:
X	
Authorized Signature of MBE/WBE Subcontractor/ Consultant/Supplier <b>(SECOND TIER):</b>	Title:
X	
Authorized Signature of MBE/WBE Subcontractor/ Consultant/Supplier <b>(THIRD TIER):</b>	Title:

(THIS FORM CONTINUES ON THE NEXT PAGE)

## AFFIDAVIT OF MBE/WBE INTENT TO PERFORM AS A SUBCONTRACTOR/SUBCONSULTANT/SUPPLIER {PART 2 OF 2}

\* Please Use A Separate Form for EACH MBE/WBE Firm To Be Utilized On The Project.

\* Fill In ONLY The Appropriate Section For The Specified MBE/WBE Firm Listed On Part 1 Of This Form.

Description of Work To Be Performed by MBE/WBE Certified				Subcontractors		
Bid Item #	Item Description	Scope of Work	NAICS Code	Unit Price	Quantity	Total
				\$		\$
				\$		\$
Total Value of Work To Be Performed By Certified MBE/WBE Firm					\$	
Subtract (Minus) Any Amount to Be Sublet to a <u>Non-MBE/WBE Firm(s)</u>					(                      )	
<b>Total Value MBE/WBE Subcontractor</b>					\$	
Description of Work To Be Performed by MBE/WBE Certified				SubConsultants		
Work Item(s) to be performed by MBE/WBE	Description of Work	#Hours or Units	Total Value			
			\$			
			\$			
			\$			
Total Value of Work To Be Performed By Certified MBE/WBE Firm					\$	
Subtract (Minus) Any Amount to Be Sublet to a <u>Non-MBE/WBE Firm(s)</u>					(                      )	
<b>Total Value of MBE/WBE Subconsultant</b>					\$	
Items of Work To Be Performed By MBE/WBE			Trucking Firm(s)			
Description of Material(s) Hauled	Estimate of Ton/C.Y	Estimate of # of Trucks Required	Number of Trucks Owned or Leased		Total Dollar Value	
			O=		\$	
			L=			
			O=		\$	
			L=			
			O=		\$	
			L=			
Total Value MBE/WBE Trucking Firm					\$	
						%
Items of Work To Be Performed by MBE/WBE			Supplier [Non-Manufacturer]:			
Description of Material(s) Supplied	Total Contract Value	Multiply X .60		Total MBE/WBE Credit Allowed (ContractValue*.60)		
		60%				
		60%				
<b>Total Value of MBE/WBE Supplier</b>					\$	

**\*Note: Count only the portions of work to be performed by a certified MBE/WBE firm for all of the above mentioned categories.**

**\*Important Notice:** Failure to submit **BOTH PARTS** of this completed and signed form for each MBE/WBE firm whose quote/bid is being counted toward the established MBE/WBE participation goal, may constitute a **MATERIAL DEFECT** in your bid submission and may result in a determination of your bid as **NON- RESPONSIVE**.