### MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT

The undersigned as contractor does hereby make the following Affidavit. I acknowledge the Minority Business Enterprise (MBE) participation goal of \_\_\_\_\_percent (\_\_\_%), unless otherwise stated in the bid documents for the contract with the Prince George's County Board of Education and commit to make a good faith effort to achieve this requirement.

In the solicitation of subcontract quotations or offers, all MBE subcontractors were provided not less than the same information and amount of time to respond to the solicitations as non-MBE subcontractors.

The solicitation process was conducted in such a manner so as to otherwise not place MBE subcontractors at a competitive disadvantage to non-MBE subcontractors.

I understand and agree, that if awarded the contract, I will implement the provisions of the above paragraph with respect to subcontracts to be let after the award of the contract, but that such subcontracts will not be let until the Minority Business Enterprise Office has reviewed and approved the MBE submittals. I understand that the failure to submit the affidavit to PGCPS' Purchasing Department shall result in a determination that this bid is non-responsive.

I understand and agree that, if awarded the contract, I will and do hereby authorize representatives of the Board of Education and the MBE Office to examine, from time to time, the books, records and files of this organization to the extent that such data relates and pertains to the affirmative action pursuant to this contract.

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

Company Name	Signature	Date	
Address	Print Name		
Sworn and subscribed before me this day _	of		_ 20

Notary Public

## **MBE SUBCONTRACTOR UNAVAILABILITY CERTIFICATE**

1. It is hereby certified that the		
(Name of MBE Firm)		(Telephone)
(Number) (Street)	(City)	(State) (Zip)
Was offered an opportunity to b	bid on the	school Project
in(City)		
by (Name of Prime Contra	ctor's Firm)	
(Address)		
2(Name of Minority Firm	n)	is either unavailable for the
work/service or unable to prepa (check one of the following):	re a bid for this project for	the following reason(s):
is unable to prep	to a request for a price prop	
(Prime Contractor)		
(Signature)		(Date)

(Title)

## **REQUEST FOR WAIVER**

Contractor \_\_\_\_\_\_ Name of Project \_\_\_\_\_\_

I do hereby request that an exception be granted to the requirement that \_\_\_\_\_ percent (\_\_\_%) of the total value of this contract be placed with Minority Business Enterprises.

In connection with the above-captioned project and this request, I hereby certify that I am the and duly authorized representative of:

(Title)

(Company Name & Address)

I further certify that I have submitted a Schedule for Participation of Minority Business Enterprises (MBEs), which reflects the percentage and dollar value of MBE participation, which my company expects to achieve for this contract. That percentage is \_\_\_\_\_% and the dollar value is \$ \_\_\_\_\_. Therefore, the Request for Exception is for \_\_\_\_\_ percentage and \_\_\_\_\_ dollar value.

To support this Request for Exception, I include the following information as attachments, which I certify to be true to the best of my knowledge, information and belief:

1. A statement of the efforts made by my company to contact and negotiate with MBEs, including the names, addresses and telephone numbers of MBEs contacted;

2. A description of the information provided by MBEs regarding the plans and specifications for portions of the work to be performed;

3. A statement of the efforts made by my company to select portions of the work proposed to be performed by MBEs in order to increase the likelihood of achieving the stated goal;

4. For each MBE, which placed a bid, which my company considers to be unacceptable, we are submitting a statement, which explains the basis for our conclusion that the minority business bid is unacceptable;

5. A list of minority subcontractors found to be unavailable with attached Minority Business Subcontractor Unavailability Certificate(s).

(Date)

(Signature)

(Print Name)

Sworn to and subscribed before me this \_\_\_\_\_day of \_\_\_\_\_, 20 \_

(Notary Public)

# STATEMENT OF INTENT

PRO	JECT N	NAME <u>:</u>				
PRC	JECT I	LOCATION:				
A:	Name	ne of PrimeContractor:				
B:	Name	ne of MBE:				
C: C		by: MDOT, WMATA, and/or Prince Georges' County Government				
	(Pleas	se circle)				
	Cert.	#				
	1.	Work/Services to be performed by MBE:				
	2.	Subcontract Amount: \$				
	3.	Bonds -Amount and type required of MBE, if any:				
	4.	MBE Commencement Date:Completion Date:				
	5.	This MBE subcontract represents the following percentage of the total project cost:%				
	6.	The undersigned subcontractor will enter into a contract with for the work/service				
		indicated above the prime contractor's execution of a contract for the above-referenced project with the Board of Education. The undersigned subcontractor is a certified MBE, or has applied for certification. The terms and conditions stated above are consistent with our agreements.				
		Print Name of Subcontractor Signature of Subcontractor				
	7.	The terms and conditions stated above are consistent with our agreements.				

#### SCHEDULE FOR PARTICIPATION OF MINORITY BUSINESS ENTERPRISE

1. PRIME CONTRACTOR- NAME OF FIRM & ADDRESS: (Number, Street, City, State, Zip)

\_\_\_\_\_Fax: \_\_\_\_\_ Telephone: 2 PROJECT LOCATION: (Number, Street, City, State, Zip) 3. PROJECTNUMBER: \_\_\_\_\_ 4. TOTAL CONTRACT DOLLAR AMOUNT: \$ \_\_\_\_\_ PROJECT TNAME: \_\_\_\_\_ 5. LIST THE DATA REQUESTED FOR EACH MBE FIRM INVOLVED IN THIS PROJECT: a MBE FIRM & ADDRESS: (Number, Street, City, State, Zip) Work or Service to be performed: Project Commencement Date: Project CompletionDate: Agreed DollarAmount: \$\_\_\_\_\_\_% Certified by: MDOT, WMATA, and/or Prince George's County Government Certificate No. \_\_\_\_\_ b MBE FIRM & ADDRESS: (Number, Street, City, State, Zip) Work or Service to be performed: Project Commencement Date:\_\_\_\_\_ ProjectCompletionDate: \_\_\_\_\_ Agreed Dollar Amount: \$ \_\_\_\_\_ Percentageof Total Contract:\_\_\_\_\_% Certified by: MDOT, WMATA, and/or Prince George's County Government Certificate No. MBE FIRM STOTAL DOLLAR AMOUNT: \$.\_\_\_\_\_ 6. MBE FIRMS TOTAL PERCENTAGE: \_\_\_\_\_ %

## **OUTREACH EFFORTS COMPLIANCESTATEMENT**

In conjunction with the bid or offer submitted in response to County Public

Schools for the \_\_\_\_\_\_project, I state the following:

(Name)

- 1) Bidder/Offeror identified opportunities to subcontract in these specific work categories:
- 2) Attached to this form are copies of written solicitations (with bidding instructions) used to solicit certified MBEs for these subcontract opportunities.
- 3) Bidder/Offeror made the following attempts to contact personally the solicited MBEs:

4)

- Bidder/Offeror assisted MBEs to fulfill or to seek waiver of bonding Requirements (Describe Efforts);
- This project does not involve bonding requirements.
- 5)
- Bidder/Offeror did/did not attend the pre-bid conference;
- No pre-bid conference was held.

Bidder/Offeror Company Name

Print Name

Address

Signature

Date

Title