

**MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT**

The undersigned as contractor does hereby make the following Affidavit. I acknowledge the Minority Business Enterprise participation of thirty percent (30%), 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 Minority Business Enterprise (MBE) subcontractors were provided not less than the same information and amount of time to respond to the solicitations as non-minority business enterprise 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, we 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 Board of Education has reviewed and approved the Minority Business Enterprises submittals. I understand that the failure to submit the affidavit to the Board of Education 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 Interagency Committee for Public School Construction 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

MINORITY SUBCONTRACTOR UNAVAILABILITY CERTIFICATE

1. It is hereby certified that the firm of

\_\_\_\_\_  
(Name of Minority Firm) (Telephone)

\_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Was offered an opportunity to bid on the \_\_\_\_\_ school  
Project

in \_\_\_\_\_  
County/City

by \_\_\_\_\_  
(Name of Prime Contractor's Firm)

\_\_\_\_\_  
(Address)

2. The \_\_\_\_\_ is either unavailable for the  
(Name of Minority Firm)

work/service or unable to prepare a bid for this project for the following reason(s):  
(check one of the following):

- \_\_\_\_\_ unavailable for the work/service for this project,
- \_\_\_\_\_ is unable to prepare a bid,
- \_\_\_\_\_ did not respond to a request for a price proposal
- \_\_\_\_\_ Other please state

\_\_\_\_\_  
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 and/or \_\_\_\_\_ percent (\_\_\_\_%) of the total value of this contract be placed with a County-Based Business.

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) and County-Based Business (CBBs), which reflects the percentage and dollar value of MBE/CBB 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 MBE/CBBs, including the names, addresses and telephone numbers of MBE/CBBs contacted;
2. A description of the information provided by MBE/CBBs 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 MBE/CBBs in order to increase the likelihood of achieving the stated goal;
4. For each MBE/CBB, 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/County-Based Business Subcontractor Unavailability Certificate(s).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

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

\_\_\_\_\_  
(Notary Public)

STATEMENT OF INTENT

PROJECT NAME: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

A: Name of Prime Contractor: \_\_\_\_\_

B: Name of MBE: \_\_\_\_\_

C: Certified by: MDOT and PGC (Supplier Development & Diversity Division)

(Please 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 Minority Business Enterprise, 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.

\_\_\_\_\_  
Print Name of Prime Contractor

\_\_\_\_\_  
Signature of Prime Contractor

SCHEDULE FOR PARTICIPATION OF MINORITY BUSINESS ENTERPRISE

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. PROJECT LOCATION: (Number, Street, City, State, Zip)

\_\_\_\_\_

3. PROJECT NUMBER: \_\_\_\_\_

4. TOTAL CONTRACT DOLLAR AMOUNT: \$ \_\_\_\_\_

PROJECT TNAME: \_\_\_\_\_

5. LIST THE DATA REQUESTED FOR EACH MINORITY FIRM INVOLVED IN THIS PROJECT:

\_\_\_\_\_

- a. MINORITY FIRM & ADDRESS: (Number, Street, City, State, Zip)

\_\_\_\_\_

Work or Service to be performed: \_\_\_\_\_

Project Commencement Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Agreed Dollar Amount: \$ \_\_\_\_\_

Percentage of Total Contract: \_\_\_\_\_ %

Certified by: MDOT and/or Prince George's County Government

Certificate No. \_\_\_\_\_

- b. MINORITY FIRM & ADDRESS: (Number, Street, City, State, Zip)

\_\_\_\_\_

Work or Service to be performed: \_\_\_\_\_

Project Commencement Date:

Project Completion Date: \_\_\_\_\_

Agreed Dollar Amount: \$ \_\_\_\_\_

Percentage of Total Contract: \_\_\_\_\_ %

Certified by: MDOT and/or Prince George's County Government

Certificate No. \_\_\_\_\_

6. MINORITY FIRMS TOTAL DOLLAR AMOUNT: \$ \_\_\_\_\_

MINORITY FIRMS TOTAL PERCENTAGE: \_\_\_\_\_ %

\_\_\_\_\_

**OUTREACH EFFORTS COMPLIANCE STATEMENT**

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 (Described 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 Name

By: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name, Title

\_\_\_\_\_

\_\_\_\_\_  
Date