MINORITY AND WOMEN BUSINESS ENTERPRISE (M/WBE)

CONSTRUCTION UTILIZATION GOAL

[ Architectural Services (Municipal Building/Facilities and General Public Works Projects) ]

1. **Policy Statement**

The City of Rochester has determined, through study of procurement disparity by ethnic and gender group, that there has been discrimination on the basis of race toward African-American and Hispanic-owned construction businesses and on the basis of sex toward Woman-owned construction businesses. Therefore, in order to remediate this discrimination, City Council Ordinance 92-326 authorizes a policy of affirmative action toward contractors in the above groups whose businesses are located within the Rochester Metropolitan Statistical Area. The City has an annual M/WBE utilization goal that each group receive a percentage of the total contract amount for each public works project, which goal depends upon the particular group and whether the project is for street construction or general construction. Contracts solely for materials and supplies do not count toward the M/WBE utilization goal.

2. **M/WBE Utilization Goal**

2.1 The M/WBE utilization goal for this contract is 14.5% for African-American, 2.5% for Hispanic-American, and 2.2% for Women owned business enterprises of the total dollar amount of this contract as awarded. Only M/WBE firms that are certified by the State of New York, and located within the Rochester MSA, or otherwise approved by the City's M/WBE Officer can be used to fulfill this goal.

2.2 If this contract award is less than $50,000, the Minority and Women Business Enterprise Goal may be a simple composite goal of 19.2%, fulfill able by any single M/WBE or group of M/WBE's.

3. **Certification Procedure Prior to Award**

3.1 ***The apparent low bidder must submit, within 5 days of the bid opening, the completed M/WBE utilization forms. Bidders shall submit to the Purchasing Agent the name(s) of minority and women business(es) proposed to be utilized, outlining the scope of work and dollar amounts proposed for each M/WBE business listed. In order to expedite the award process, the City strongly recommends that the bidder utilize M/WBE's who are State certified at the time of the bid.***

3.2 To count toward the City's goals, the M/WBE must be NYS certified as shown in the enclosed M/WBE Directory or pending certification from NYS. The determination of specialties listed in the directory has been identified by the M/WBE firms. Whether or not an M/WBE has the qualifications and experience for the type of work listed, rests solely with the prime contractor. Bidders are urged to consult with the M/WBE Officer for the most current list of certified M/WBE's prior to proposing an M/WBE on Form A.

3.3 As an aid to bidders, City Purchasing will include in all bids with set aside provisions a directory of NYS State-certified contractors who identify themselves as working in relevant business categories. The certified firms not listed in the directory must submit a letter or certification from NYS prior to approval of the M/WBE Utilization Plan. Those firms pending certification must provide evidence of their status and will be subject to the following provisions.

3.3.1 Proof of application for State certification will permit a contractor to be provisionally certified for six (6) months, or until State rejection, whichever comes first.

3.3.2 If failure to become certified within six (6) months is due entirely to the lengthening of the State's processing, the period of provisional certification may be extended, on a case by case basis by the M/WBE Officer or other Purchasing designee.

3.3.3 Failure of the contractor to submit complete information to the State shall not be considered a valid cause for extension of the provisional certification.

3.4 The information set forth in Section 3.1 is to be provided on the following forms:

3.4.1 Forms A, B and C must always be submitted.

1. M/WBE Form A: Schedule of M/WBE Participation. List all M/WBE's scheduled to participate in the contract including scope of work and dollar value to be performed.
2. M/WBE Form B: Intent to Perform as a Subcontractor. For all M/WBE's listed on Form A, include a completed and signed Form B.
3. M/WBE Form C: M/WBE Affidavit. For each M/WBE proposed, include a Form C.

3.4.2 If the M/WBE subcontractor participation proposed in Form A does not meet the M/WBE goals of this contract, the bidder must request a waiver on one or more of the circumstances set forth in Section 7.

A. If the bidder requests a waiver due to M/WBE non-availability, Forms D and E must be submitted.

1. M/WBE Form D: Invitation to Quote.

List all M/WBE's who were invited to submit quotes.

1. M/WBE Form E: Unavailability Certification.

Complete one form for every M/WBE who was invited to quote, but who declined to do so. In the event that the M/WBE failed to sign for any reason, submit the incomplete form. Incomplete forms are subject to verification.

B. If the bidder requests a waiver because the M/WBE quotes received are not competitive, Forms G and H must be submitted. The bidder must document that the M/WBE bid and non-M/WBE bid are based on the same scope of work and equal quantities of supplies. Noncompetitive quotes will not be compared to the bid.

1. M/WBE Form G: Noncompetitive Certification.

Complete one form for every noncompetitive M/WBE quote received. In the event that the M/WBE failed to sign for any reason, submit the incomplete form. Incomplete forms are subject to verification. (Attach written quotes from M/WBE's.)

1. M/WBE Form H: Non M/WBE Subcontractor Quote Certification Complete one form for every non M/WBE quote on which a determination of non-competitiveness was based. (Attach written quotes form non M/WBE’s)

3.5 The name, mailing address and title of the bidder’s M/WBE liaison officer should be included along with the forms referenced above.

3.6 Any agreement between a bidder/contractor and an M/WBE in which the M/WBE promises not to provide subcontracting quotations to another bidder/contractor is prohibited.

3.7 The names, scope of work and dollar amounts submitted constitute the bidder's proposed Plan for Fulfillment of the Utilization Goals (hereinafter referenced as the "Proposed Goal").

3.8 The City will notify the bidder if one or more of the M/WBE's proposed does not qualify for the project (either because it is not State certified or within the RMSA or owned by an African-American, an Hispanic, or a woman). The bidder will be requested, within five (5) days of notification, to provide either new certified M/WBE's or information on Forms D and E to substantiate that a **Good Faith Effort** was made. This does not imply that the bidder cannot utilize the proposed M/WBE, only that doing so will not be considered toward fulfilling the goal.

3.9 The bidder may be requested to supply additional information needed by the

City in conjunction with these goals, within the time frames specified in previous sections.

4. If the bidder submits completed Form A (Schedule of M/WBE Participation), Form B (Intent to Perform as a Subcontractor), and Form C (M/WBE Affidavit), showing compliance meeting or exceeding the goal set aside percentage for all target groups, these documents are incorporated into the contract and the goal is provisionally met at award stage, pending contract completion.

5. Good Faith Effort

Because of the social and economic importance of this program in remedying discrimination, the City expects extreme diligence on the part of each bidder to achieve the M/WBE utilization goals. In order to qualify for a waiver of any of the M/WBE goals for this contract, a bidder must demonstrate a good faith effort to obtain M/WBE subcontractors. In judging whether a bidder has made a good faith effort to meet the M/WBE Utilization Goal requirements of this contract, the City will consider the different kinds of effort as well as the intensity of those efforts.

5.1 To demonstrate a good faith effort the bidder should include, but is not limited to, the following actions:

5.1.1 Should attend the pre-bid conference at which bidders will be informed of M/WBE subcontracting goals.

5.1.2 Should advertise for quotes from MBE's and WBE's in general circulation media, trade association publications, and minority and female focus media. Advertisements should appear for a reasonable period before bids or proposals are due; a period of less than ten (10) days will not be considered reasonable.

5.1.3 Should notify appropriate minority and female subcontractor associations, such as the African-American and Hispanic Contractors Association and Women in Construction, in writing, within a reasonable time before bids are due that you are soliciting quotes for subcontracts. A lead time of less than ten (10) days will not be considered reasonable.

5.1.4 Should utilize the services of and cooperate with those organizations providing technical assistance, such as the Enterprise Development Center and the Minority Business Development Center, to MBE's and WBE's in connection with MBE and WBE participation on the project.

5.1.5 Should notify certified or certifiable MBE's and WBE's in writing, with a reasonable lead time, that their interest in the subcontract(s) is solicited. Such solicitation must be for appropriate portions of the work which could be performed by MBE and WBE subcontractors, and shall clearly describe the plans and specifications of such work. A lead time of less than 10 days will not be considered reasonable.

5.1.6 Should make all submittals, including, but not limited to, Forms A through H, within the times specified in these requirements. Further, assure that required submittals are delivered on time by the firm or firms proposed by the bidder.

5.2 The following documentation is required -- at a minimum -- to support any request for waiver of any M/WBE goal:

5.2.1 Attendance at the pre-bid conference as set forth in 5.1.1. Although attendance is not mandatory, this is the forum in which bidders may obtain information on meeting goals.

5.2.2 Documentation of advertisements as set forth in 5.1.2.

5.2.3 Documentation of written notifications as set forth in 5.1.3 and 5.1.5.

5.2.4 Documentation of efforts to contact all appropriate certified and/or certifiable MBE's and WBE's as set forth in 5.1.5.

5.2.5 Verification of efforts to subcontract with M/WBE's the bidder has contacted and who have contacted the bidder; a description of the efforts made to subcontract; a description of the information provided to M/WBE's regarding the plans and specifications for portions of the work to be performed by the subcontractor. Maintain records detailing the efforts made to involve MBE's and WBE's, including the names and addresses of MBE's and WBE's who were contacted together with their responses and if not selected, the reasons for such decision.

5.2.6 Verification that the bidder gave M/WBE's necessary access to, and adequate time to review, all necessary project plans, drawings, specifications and other documents as well as adequate time to prepare subcontract bids.

5.3 Any bidder requesting a waiver must meet with the City's Purchasing Agent or his or her designee to review steps taken by the bidder and the results of the solicitation. The bidder must take any necessary follow-up steps to obtain M/WBE's if so instructed by the City.

5.4 The City's decision as to the sufficiency of documentation or the adequacy of a good faith effort shall be final.

6. Contractual Obligations - Approved Utilization Goal

At the time of award, the successful bidder's "Proposed Goal" as approved by the City shall be incorporated into the contract and shall be referred to as the Approved Utilization Plan. The subcontractors listed on Form A, as approved, the dollar amounts shown, and any other relevant documentation shall become part of the prime contractor’s contract with the City.

Any changes to the approved plan without prior approval of the Purchasing Agent will give the City cause to withhold payments. Any change not meeting the conditions outline in sections 9.5 and 9.6 will give the City cause to impose liquidated damages on any shortfall not waived or amended.

7. Waivers

7.1 For all contracts in which a given percentage of total contract dollars are to be remedially directed to one or more of the relevant groups as part of the City's annual goal, the City shall allow waivers of those set aside objectives under the following circumstances:

7.1.1 The bidder is an M/WBE and doing work sufficient to meet goals with his/her own forces;

7.1.2 The bidder made good faith effort, but no M/WBE firms were available or qualified; or

7.1.3 The M/WBE subcontractor price quotes are unreasonable or non-competitive beyond the point necessary to overcome the effects of past discrimination.

7.2 On all contracts with M/WBE set aside objectives:

7.2.1 The City's project designer or its design consultant shall identify areas of the project which are suitable for subcontracting and for which there are certified M/WBE's.

7.2.2 M/WBE requirements will be discussed at pre-bid meetings by the City's Contract Administrator, Purchasing representative, or other Finance designee. Presence of the company on attendance lists from such meetings will go toward indicating good faith on the part of a prime contractor.

7.4 If the bidder does not achieve the M/WBE utilization goals per Section 2 above, he/she may request a waiver of set aside objectives, based on any one of the three conditions specified in Section 7.1 above.

7.4.1 Condition 7.1.1: If the bidder, him or herself, is an M/WBE, the subcontracting goals are waived for the group(s) of which the prime is a certified member, provided the prime does not subcontract the work.

A. This information should be entered on Form A.

B. Any goals for remaining group(s) of which the prime contractor is not a certified member remain in place, a waiver subject to Conditions 7.1.2 or 7.1.3.

7.4.2 Condition 7.1.2: If the bidder made a good faith effort, but no M/WBE's were available or qualified.

A. The bidder submits Forms D and E, detailing M/WBE's contacted and M/WBE's own verification of no bid.

B. While the bidder has the responsibility for determining which parts of the job can be done by target M/WBE's and soliciting these M/WBE's for subcontracting, no waiver will be granted without the documented attempt by the bidder to obtain M/WBE's in the subcontracting areas identified as suitable for M/WBE subcontracting by the City's project designer or its design consultant.

C. The M/WBE Officer or other Purchasing liaison may require additional solicitation by the bidder, including public advertising, the bidder making contact with the City's consultant, or additional targeted quotes. The bidder must carry out any reasonable tasks given by the City as a showing of good faith efforts.

D. Upon review of the above, the Purchasing Agent may adjust the set aside percentage objective downward, including waiving it entirely, as necessary, for any or all target groups.

7.4.3 Condition 7.1.3: If the bidder shows that the M/WBE subcontractor quotes are unreasonable or uncompetitive beyond what is necessary to counter the effects of past discrimination. The bidder will not be considered as a non-M/WBE subcontractor.

A. The bidder submits Form G showing M/WBE Noncompetitive Quote Certification, and Form H showing non-M/WBE subcontractor quotes.

B. If the M/WBE quotes are ten percent (10%) above non-M/WBE subcontractor quotes, the bidder may request a waiver.

C. The Purchasing Agent may issue a waiver based on Section 7.1.3, provided evidence of good faith is present.

7.5 A bidder not receiving either an approved M/WBE Plan or a formal waiver per the conditions above from the Purchasing Agent within twenty (20) days of bid opening shall have his/her bid determined nonresponsive. Award may then be made to the second low bidder.

7.6 Appeals of plan acceptance or waiver determinations shall be made, in writing, stating in full the basis of the appeal, to the Director of Finance within three (3) days of notification of decision. The Director of Finance will make a written decision within three (3) days.

8. Prior to the Commencement of Work

8.1 Prior to the commencement of any work by an M/WBE, the prime contractor must submit a copy of the executed M/WBE subcontract to the City's Finance Director or designee at least ten (10) days prior to the commencement of such work or with the first application for payment, whichever comes first. This will provide evidence that a written contract is in place, but in no way implies the City’s approval or disapproval of this subcontract.

8.2 The prime contractor must attach a construction schedule to the M/WBE subcontract describing the anticipated time periods that the M/WBE subcontractor will be utilized on the project. A copy of the construction schedule, with modifications, should accompany each M/WBE Participation Report, Form F.

8.3 Failure to submit a written subcontract agreement with a construction schedule prior to the subcontractor's beginning work may give the City cause to withhold payments. Any work performed by an M/WBE without a written subcontract on file with the City may not be counted toward fulfillment of the M/WBE Utilization Goal.

8.4 The subcontractor should be made aware of all modifications to the construction schedule and must be given reasonable opportunity to mobilize his/her workforces to perform. Notification of less than five(5) days will not be considered reasonable and will not be a basis for determining that the subcontractor was not available to perform on the project.

9. During the Term of the Contract

9.1 The prime contractor must furnish the City's Finance Director or designee with M/WBE Participation Reports (Form F) at four stages of the contract: at 30% completion, at 50% completion, at 80% completion and at 100% completion. Any revised M/WBE construction schedule should accompany the Form F. There may be times when Form F will be required with each request for payment. Failure to submit Form F at the stages specified or as requested may give the City cause to withhold payment and the M/WBE’s utilized shall not be counted toward fulfillment of the M/WBE goal.

9.2 Records of payment (i.e., copies of checks) for subcontract work and payrolls, as well as other documents required by any other terms of this contract, must be submitted to the City's Finance Director or designee within five (5) business days of any request unless otherwise indicated. Attainment of the M/WBE goals will be based on actual payment records and not solely on the subcontract amount. Amounts claimed but not substantiated by actual payment records will not be counted toward the final M/WBE Utilization Goal.

9.3 The prime contractor must notify the City Engineer and the M/WBE Officer or other Purchasing designee immediately in writing if the prime contractor changes or cancels an M/WBE subcontractor already approved by the City for this project.

9.4 The City's Contract Administrator shall follow up during the term of project to evaluate the successful employment of the M/WBE Firms through review of Form F (Report of M/WBE Participation). This review may be done monthly when appropriate.

9.4.1 Successful utilization will be noted and approved by the Contract Administrator.

9.4.2 In cases where the set aside objectives for utilization have not been met, the Contract Administrator shall obtain from the prime contractor in writing the reason for the delay and his/her plan to achieve the total objective by project completion.

9.4.3 It is the prime contractors responsibility to monitor the progress of the M/WBE participation on the project. In cases where the prime contractor does not project meeting the total objective or where the prime wishes to add an M/WBE subcontractor to those originally designated, the prime contractor should request a new Form A (M/WBE Schedule of Participation) and inform Purchasing of its issue.

9.4.4 This second Form A shall be submitted by the prime contractor to the Purchasing Agent or designee within (3) days of the Contract Administrator's request.

9.4.5 This revised plan shall be approved or rejected by the Purchasing Agent in accordance with the initial goals.

9.4.6 If the revised plan is rejected, the prime contractor may request a waiver under Conditions 7.1.2 or 7.1.3, following the procedures outlined in Sections 7.4.2 and 7.4.3.

9.5 The prime contractor may also seek a waiver once the designated M/WBE subcontractor has begun work, based on documented nonperformance of the M/WBE subcontractor.

9.5.1 This waiver shall require a showing that no substitute M/WBE subcontractor could be found interested and available at no greater cost than the original M/WBE subcontractor's quote.

9.5.2 The prime contractor shall be responsible for documenting non performance and subsequent solicitation of quotes from other M/WBE's for the work remaining on the subcontract.

9.6 The M/WBE Officer or other Purchasing representative shall review the request for waiver. In the case where a waiver sought based on non performance of a designated M/WBE, the City Engineer or designee shall review the documentation, inspect the site, and/or interview the prime and the M/WBE subcontractor to determine if the performance issue can be corrected or if a waiver is appropriate.

9.7 Appeals of revised plan acceptance or waiver refusal shall be made in writing, stating the full basis of the appeal, to the Director of Finance within three (3) days of notification of the decision. The Director of Finance will make a written decision within three (3) days.

10. Change Orders

If a contract adjustment or change order is issued after the M/WBE Utilization Plan is approved, it is the responsibility of the prime contractor to adjust the M/WBE goals Accordingly. For example, if the change order increases the contract amount, the M/WBE goals will increase in proportion to the contract dollar amount. The prime contractor may seek a waiver or amendment of the M/WBE goals due to the increase in the change order amount for any of the following reasons:

10.1 If the change order increase is for materials/supplies only.

10.2 If the change order is outside the scope of work for the M/WBE subcontractors currently utilized on the project but is the same type of work currently being done by the prime or other subcontractor on the project.

10.3 If the M/WBE subcontractors are not capable or available to do the work authorized in the change order.

**Note:** If the work included in the change order is not of the same type as any work currently on the project, the prime contractor must make a good faith effort to obtain an M/WBE subcontractor for at least the required percentage of the value of the additional work.

11. Records Requirements

The prime contractor must keep records and documents which substantiate compliance with the M/WBE requirements for three (3) years following completion of this contract. These records and documents must be made available to authorized City officials upon request during that time period.

12. Retainage

The City of Rochester reserves the right to retain, at any time, an amount up to but not exceeding the amount cited in the Approved M/WBE Utilization Plan which has not been paid to any M/WBE in accordance with the Approved Plan (or as modified in writing).

13. Penalty for Non-Compliance

If the City finds a consistent pattern of M/WBE shortfalls by a contractor or determines that a contractor has failed to demonstrate a good faith effort to obtain M/WBE’s for this and/or other contracts, the City may declare the contractor a non-responsible bidder and reject any bids by the contractor on future City contracts.

COUNTIES INCORPORATED IN THE RMSA

ROCHESTER METROPOLITIAN STATISTICAL AREA

Subcontracting opportunities with the Prime Contractor for any given project with M/WBE Requirements, minority and/or women-owned businesses must be certified by the State of New York and located within the Rochester Metropolitan Statistical Area (RMA=SA) in order to be considered and participate in the City of Rochester’s M/WBE Program. Those counties include:

**LIVINGSTON COUNTY**

**MONROE COUNTY**

**ONTARIO COUNTY**

**ORLEANS COUNTY**

**WAYNE COUNTY**

City of Rochester

M/WBE Form A

SCHEDULE OF M/WBE PARTICIPATION

Contract No.: Title:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME & ADDRESS  OF CONTRACTOR | AFRICAN | HI SPANIC | WOMAN | TYPE OF WORK  AND CONTRACT  ITEMS OR PARTS  THEREOF TO BE  PERFORMED | PROJECTED  COMMENCEMENT  AND COMPLETION  DATE FOR WORK | DOLLAR  AMOUNT OF  SUBCONTRACT  WORK | PERCENTAGE  OF CONTRACT |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | TOTALS: |  |  |

The undersigned intends to enter into a formal agreement with the M/WBE Contractors listed in this schedule, conditioned upon execution of a contract with the City.

Authorized Person (Print)

Authorized Signature: Date:

Title:

CITY OF ROCHESTER

M/WBE FORM B

INTENT TO PERFORM AS A SUBCONTRACTOR

Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Bidder)

The undersigned intends to perform work in connection with the above project as (Check one choice on each side):

\_\_\_ an individual \_\_\_ a corporation \_\_\_ African-American

\_\_\_ a partnership \_\_\_ a joint venture \_\_\_ Hispanic \_\_\_ Woman

The undersigned M/WBE is prepared to perform the following described work in connection with the above project:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at the following price:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Projected Start Date Projected Completion Date Items

With respect to the proposed subcontract described above, \_\_\_\_\_% of the dollar value of such subcontract will be sublet and/or awarded to non-M/WBE contractors or non-M/WBE suppliers. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with the City of Rochester.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Name of M/WBE contractor

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CITY OF ROCHESTER

M/WBE FORM C

M/WBE AFFIDAVIT

I understand that only a New York State certified Minority and Women Business Enterprise (M/WBE) will be accepted and approved to perform work which is to be credited towards fulfillment of the M/WBE Utilization Goal for this City of Rochester construction project. Accordingly, I affirm that the following statements are true and accurate:

1. I am an African-American, an Hispanic, or a woman.

2. I own and control at least 51% of my company or corporation; I conduct the ownership and management responsibilities for this firm. Management of this firm is not controlled directly or indirectly by any other entity through formal or informal relationships.

3. I will exercise all of the management functions for the performance and execution of the contract, unless I have indicated on an attached sheet specific management functions which I have contracted to other organizations, including the prime contractor. Furthermore, I understand that the term "management functions", as referenced above, includes the following duties:

a. Hiring of employees

b. Procurement of equipment and materials

c. Purchase of insurance

d. Field supervision

e. Payroll and financial record keeping

f. Authorization of any contracts or subcontracts

g. Provision of office space

The above functions cannot be delegated to such an extent as to violate paragraph 2.

4. I will perform the actual installation of all materials and supplies, except as provided in paragraph 6 below. I will not serve solely as a supplier to another contractor, nor will I serve as a mere conduit for materials procured through other suppliers.

5. My firm is capable of performing the work which has been subcontracted to me. I will, in fact, manage, direct, and perform this work. I authorize the City to audit all of my financial records and books related to the execution of this M/WBE contract.

6. I acknowledge and understand that I, as an M/WBE subcontractor, am permitted to subcontract up to 30% of the subcontract to non-M/WBE's and still have the whole M/WBE subcontract count towards the M/WBE utilization goal. I understand and acknowledge, however, that if more than 30% of my subcontract is contracted out to non-M/WBE firms, the subcontract between my firm and the prime contractor shall no longer be considered a bona fide M/WBE subcontract; and Accordingly the work subcontracted to me as an M/WBE subcontractor shall not count towards fulfillment of the M/WBE utilization goal.

7. I acknowledge full responsibility for submitting within seven (7) days of request, any and all information requested by the City as part of the City's M/WBE certification process.

Name of M/WBE Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title and Project Number for which this company is a subcontractor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Name of prime contractor for this project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature of M/WBE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY OF ROCHESTER

M/WBE FORM D

INVITATION TO QUOTE

Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Prime Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. No. of M/WBE's contacted and invited to quote:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List M/WBE's contacted (Use additional sheets as needed.):

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. No. of M/WBE's responding to Invitation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List M/WBE's responding (Use additional sheets as needed.):

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: Any questions, please call the City's M/WBE Officer at 585-428-6190, or write:

Office of the Purchasing Agent

Room 105-A, City Hall

30 Church Street

Rochester, NY 14614 CITY OF ROCHESTER

M/WBE FORM E

M/WBE UNAVAILABILITY CERTIFICATION

Contract No: \_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

certify that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I contacted the following M/WBE to obtain a bid for work items to be performed on the project named above.

M/WBE Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work items sought:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form of quote (i.e., Unit Price, Materials and Labor, Labor Only, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the best of my knowledge and belief, said M/WBE was unavailable (exclusive of unavailability due to lack of agreement on price) for work on this project, or unable to prepare a quote, for the following reason(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was offered an opportunity to bid on the above-identified work

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The above statement is a true and accurate account of why I did not submit a quote on this project.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of M/WBE contractor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

**CITY OF ROCHESTER - M/WBE UTILIZATION REQUIREMENT** - **M/WBE FORM** F

TO: CONTRACT ADMINISTRATOR

Stage of Project Completion:

\_\_\_30% \_\_\_50% \_\_\_80% \_\_\_100%

Department of Finance REPORT OF M/WBE PARTICIPATION

City Hall Room 106A MONTHLY REPORT

30 Church Street

Rochester, NY 14614 Contract No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **M/WBE**  **Name & Address** | **A**  **F**  **R**  **I**  **C** | **H**  **I**  **S**  **P**  **A** | **W**  **O**  **M**  **A**  **N** | **Scope**  **of**  **Work** | **Date M/WBE Commenced**  **Work** | **Date**  **Work**  **Completed** | **Amount**  **Paid**  **To Date** | **Amount of**  **Subcontract**  **Including**  **Contract**  **Amendment** | **Percentage**  **of**  **Contract** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **TOTALS:** |  |  |  |

CONTRACTORS:

Authorized Signature: Date \_\_\_\_\_\_\_\_\_\_\_\_\_

CITY OF ROCHESTER

M/WBE FORM G

M/WBE NONCOMPETITIVE CERTIFICATION

Contract No.: \_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

certify that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I contacted the following M/WBE to obtain a bid for work items to be performed on the project named above.

M/WBE Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work items sought:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form of quote (i.e., Unit Price, Materials and Labor, Labor Only, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of quote:$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ offered

a bid on the above-identified work on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

at $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(amount)

The above statement is a true and accurate account of my quote.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of M/WBE Contractor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

CITY OF ROCHESTER

M/WBE FORM H

NON-M/WBE SUBCONTRACTOR QUOTE CERTIFICATION

Contract No.: \_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

certify that on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I contacted the following subcontractor to obtain a bid for work items to be performed on the project named above.

Non-M/WBE Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work items sought:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form of quote (i.e., Unit Price, Materials and Labor, Labor Only, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Quote: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_offered a bid on the above

identified work on \_\_\_\_\_\_\_\_\_\_\_\_(date) at $ \_\_\_\_\_\_\_\_\_\_\_\_\_ (amount)

The above statement is a true and accurate account of my quote.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Subcontractor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

CITY OF ROCHESTER

PRIME CONTRACTOR STATEMENT

I understand that only enterprises which are (1) New York State certified or certifiable, (2) African-American, Hispanic, or Woman owned and operated, and (3) located within the Rochester Metropolitan Statistical Area (RMSA) will be credited towards fulfillment of the M/WBE Utilization Goals on City of Rochester construction projects. Accordingly, I affirm that the following statements are true and accurate.

1. I have read and understand the M/WBE Utilization Goal set forth in these Contract Documents, and, in particular, understand that an Approved M/WBE Utilization Plan will become part of the contract.

2. I will make every good faith effort to meet the M/WBE Utilization Goal contained in this contract.

3. I will meet the M/WBE utilization goal through arrangements with minority individuals of firms which are certified as Minority and Women Business Enterprises (M/WBE's) at the time of the bid, and who remain certified as long as I utilize their services for this contract. I affirm that I have no direct or indirect control over any M/WBE which I propose to use in fulfillment of the M/WBE Utilization Goal of this contract, except as specified in paragraph 4.

4. In the event that I, as General Contractor, agree to provide one or more of the services and perform certain management functions listed below for the minority owner in performing the M/WBE Utilization Goal of this contract, all such services and management functions have been indicated on an attached sheet. However, I understand and acknowledge that I will not perform these services and functions to such an extent that the M/WBE owner/operator does not manage and control the M/WBE company.

a. Hiring of employees

b. Procurement of equipment and materials

c. Purchase of insurance

d. Field supervision

e. Payroll and financial record keeping

f. Authorization of any contracts or subcontracts

g. Provision of office space

5. I understand and agree, that for a period of twelve (12) months, commencing on the date on which M/WBE owner/operators accept their first contract with my organization, any such M/WBE owner/operator may also be employed by me in any capacity, whenever such owner/operator is not acting as an independent contractor under an M/WBE contract. I further understand and agree, however, that after the expiration of the aforesaid twelve (12) month period, in the event that any M/WBE owner/operator remains in, or returns to, my employ in any capacity, I shall not be permitted to utilize the M/WBE owner/operator's organization for future M/WBE utilization; and the organization shall not qualify as a certified participating minority and women business enterprise for purposes of fulfilling my company's M/WBE goals on any City of Rochester project.

6. I will list all of the M/WBE firms I intend to use on M/WBE Form A, Schedule of M/WBE Participation. If for some reason I must use other M/WBE firms to complete this contract, I will immediately provide all information about any relationships I have with such firms to the City, and will have submitted signed M/WBE subcontractor affidavits for each firm.

7. I have read and understand the goals set forth in the M/WBE Affidavit.

8. I will not utilize any M/WBE subcontractor who has not submitted a signed, notarized M/WBE affidavit for this contract.

9. I will only utilize M/WBE subcontractors who are certified by New York State, unless other M/WBE subcontractors are approved in writing by the City as part of the Approved M/WBE Utilization Plan.

CITY OF ROCHESTER

PRIME CONTRACTOR STATEMENT

Page Two

10. I will provide the City with copies of all payments made to all M/WBE subcontractors to verify that I have met the goals of the M/WBE provisions.

11. The M/WBE firm will perform all of the work covered under the subcontract, unless specific M/WBE areas of work are subcontracted to other contractors with my approval.

12. In order to allow management flexibility for the M/WBE firms, I understand that the M/WBE firms are permitted to subcontract up to 30% of any single M/WBE subcontract to non-M/WBE's and still have the whole M/WBE subcontract count towards fulfillment of the M/WBE utilization. However, I understand and acknowledge that if the M/WBE firm contracts out more than 30% of any single M/WBE subcontract to non-M/WBE firms, the subcontract between the M/WBE and me shall no longer be considered a bona fide M/WBE subcontract; and, accordingly, the work subcontracted to the M/WBE firm shall not count towards the M/WBE Utilization Goal.

**M/WBE CONSTRUCTION UTILIZATION REQUIREMENT**

**FOR CERTIFIED M/WBE’s IN THE RMSA**

**(As of March 23, 2009)**

This list is published to help bidders to identify portions of this project which may be suitable for M/WBE subcontracting. No guarantee of completeness or accuracy can be made.

A check in the first column signifies that the project designer has identified a portion of work which falls into that category and might form the basis for a subcontract.

A check appears in the column if at least one certified African-American, Hispanic-American, or Woman-owned business in the Rochester Metropolitan Statistical Area (RMSA) has stated capability for the type of work listed.

**TYPE OF CERTIFIED M/WBE'S**

|  | **Type of Work** | **African-American** | **Hispanic-American** | **Woman-Owned** |
| --- | --- | --- | --- | --- |
|  | Acoustical Ceiling/Walls | X | X | X |
|  | Asbestos Removal | X |  | X |
|  | Building Alterations | X | X | X |
|  | Building Construction | X | X | X |
|  | Bridge & Iron Work | X |  | X |
|  | Cabinetry | X |  |  |
|  | Carpentry, Plastering | X | X | X |
|  | Carpet Installation | X | X | X |
|  | Caulking & Repointing | X |  | X |
|  | Concrete Work | X | X | X |
|  | Construction Photos | X | X |  |
|  | Construction Stakeout | X | X |  |
|  | Demolition | X | X |  |
|  | Drainage Construction | X |  |  |
|  | Drywall Work & Install | X | X | X |
|  | Duct Work | X | X | X |
|  | Electrical Work | X | X | X |
|  | Elevator Work |  |  | X |
|  | Excavation/Site Dev | X | X | X |
|  | Fiber-Optic Cabling | X | X | X |
|  | Fire/Security Systems |  |  | X |
|  | Gutters | X | X | X |
|  | HVAC, Testing, Balance | X |  | X |
|  | Hazardous Waste Rm | X |  |  |
|  | Horizontal Boring/Tun |  |  | X |
|  | Insulation | X |  | X |
|  | Landscape/Hydroseed | X | X | X |
|  | Lead Abatement | X |  | X |
|  | Masonry | X |  | X |
|  | Metal Fabrication | X |  | X |
|  | Metal Frame Structures | X |  | X |
|  | Nursery |  |  | X |
|  | Painting | X | X | X |
|  | Paving | X | X | X |
|  | Pavement Marking | X |  | X |
|  | Pipe Install, Trenchless | X |  | X |
|  | Plumbing | X |  | X |
|  | Roofing | X |  | X |
|  | Saw Cutting |  |  | X |
|  | Sealcoating, Asphalt |  |  | X |

|  | **Type of Work** | **African-American** | **Hispanic-American** | **Woman-Owned** |
| --- | --- | --- | --- | --- |
|  | Sewer/Water Mains | X | X | X |
|  | Skylights |  |  | X |
|  | Steam Cleaning |  |  | X |
|  | Steel Erectors | X |  | X |
|  | Street Construction | X | X | X |
|  | Surveying | X | X |  |
|  | Tiling: Floor & Walls | X |  | X |
|  | Tree Services |  |  | X |
|  | Trucking & Services | X | X | X |
|  | Waterproof & Sealing | X |  | X |
|  | Welding, General | X |  | X |
|  | Window & Door Install | X | X | X |
|  | Window Treatment & Trim |  |  | X |
|  | Window Blinds-Drapes |  |  | X |