GUILFORD County Schools
SOAR TO GREATNESS

MEMORANDUM

To: ALL BIDDERS

From: Tony Phillips, Director-MWBE Program

Re: MINORITY BUSINESS PARTICIPATION PROJECT GOALS AND BID REQUIREMENTS-SOUTHWEST ELEMENTARY HVAC RENOVATION

The Guilford Board of Education Administrative Procedure-Participation by Minority and Women-Owned Businesses (MWBE), revised November 28, 2011 has been included with the project specifications. GCS expects **All BIDDERS** to read these establish procedures to ensure that all **"Good Faith Efforts"** are accomplish during this bid process.

The goals for participation by MWBE firms as subcontractors, vendors, suppliers or providers of professional services have been set at **12.46%.**

As mentioned in the virtual pre-bid meeting by Chris Stroupe-CES, Inc., there are minority participation opportunities under the following construction divisions:

- Concrete
- Grading
- Test and Balance
- Landscaping
- Electrical
- Pipe Insulation
- Fencing
- Temporary Restroom

The bidder must identify on its bid, the MWBE(s) that will be utilized on the project with corresponding total dollar value of the bid with the submission of the following forms and affidavits identified with **"Attach to Bid"** on the top of the page.

- **Identification of MWBE Participation Form**
  - Information of MWBE(s) utilized as construction subcontractors, vendors, suppliers or providers of professional services with the total dollar value of MWBE(s) contracting for this project

Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, marital status, parental status, or gender, except where exemption is appropriate and allowed by law.

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- **Affidavit A and ALL THREE (3) SECTIONS** herein **MUST** be completed by ALL **BIDDERS** and submitted with the bid.

- **Affidavit A (Section I-Listing of the Good Faith Effort)**
  - Bidder must earn at least **50** points from the **Good Faith Effort** listed for their **Bid** to be considered responsive and must submit documentation supporting all items checked with the timeframes set forth in **Section III**.
- **Section II-Portion of the Work to be Performed by Minority Firms**
  - Bidder must identify MWBE(s) that will be employed as construction subcontractors, vendors, suppliers or providers of professional services **(should match information submitted on Identification of MWBE Participation Form)** including MWBE Category, dollar value and total percentage of MWBE participation.

- **Section III-Documentation of Good Faith Efforts**
  - **ALL BIDDERS** regardless of percentage of MWBE participation, **MUST** provide documentation of all Good Faith Efforts checked in Section I within the timeframes set forth in Parts A and B.
  - **Failure to submit these documents / information shall be grounds for deduction of Good Faith Points. In the event such a deduction results in a failure to achieve the required number of Good Faith Points, the Bid shall be rejected unless the bidder has otherwise demonstrated Good Faith Efforts**
  - **Part A (Documentation Required to be Submitted with Bid)-**Documentation **MUST** be provided **WITH THE BID** in order for the bidder to receive credit for certain items checked. If the bidder **checked items 1 or 7 in Section I**, the bidder **MUST** provide documentation supporting those Good Faith Efforts **WITH THE BID**
  - **Sign and Notarize this page!**

OR

- **Affidavit B-Intent to Perform Contract with Own Workforce**
  - To be submitted **ONLY** if bidder to self-perform **(100%)** the entire scope of work and includes sufficient information that the bidder does not customarily subcontract work on this type project. **HOWEVER**, submission of this Affidavit **does not exclude** the bidder from Good Faith Efforts requirements for MWBE vendors, suppliers and providers of professional services
  - Sign and Notarize this page!

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  - Information of MWBE(s) utilized as vendors, suppliers or providers of professional services with the total dollar value of MWBE(s) contracting on this project

The apparent lowest responsible and responsive bidder will be requested to submit Part B with all required documentation.

- **Part B (Documentation Required to be Submitted Within 72 Hours of Notification)**
  - Certain documentation **MUST** be provided within **72 hours** of notification of being the apparent lowest responsible, responsive bidder in order to receive credit for certain additional items checked. If the bidder **checked items 2, 3, 4, 5, 6, 8, 9 or 10**, the bidder **MUST** provide documentation supporting those Good Faith Efforts within 72 hours of notification of being the apparent lowest responsible, responsive bidder.
  - **Sign and Notarize this page!**

GCS MWBE Office has developed a Minority Contractors and Vendors database (Excel) that is available to all bidders upon email request.

Should you have any MWBE Participation questions or concerns, please do not hesitate to contact me at phillia@gcsnc.com or phone: 336-370-3496.

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