

# Metropolitan Sewer District of Greater Cincinnati

## MSDGC SBE Goal Compliance Plan Cover Page

| PROJECT INFORMATION   |                                  |                                      |     |
|---|----------------------------------|--------------------------------------|-----|
| Project Name:   |                                  |                                      |     |
| Established SBE Participation Goal as Indicated in Legal Notice:  |                                  |                                      |     |
| BIDDER INFORMATION  |                                  |                                      |     |
| Bidder Name:  |                                  |                                      |     |
| Bidder Firm is a:   | (check) SBE                      | Joint Venture                        | N/A |
| Bidder's Contact Person:  |                                  |                                      |     |
| Contact Person Telephone Number:  |                                  |                                      |     |
| Contact Person Email Address:   |                                  |                                      |     |
| Contact Person Fax Number:  |                                  |                                      |     |
| Bidder Firm Address:  |                                  |                                      |     |
| City:   | State:                           | Zip Code:                            |     |
| BID AND SBE PARTICIPATION   |                                  |                                      |     |
| Total Base Bid Price: \$  |                                  |                                      |     |
| SBE Participation:  |                                  |                                      |     |
| <i>If Bidder is not an SBE Firm, SBE Participation is the SBE Subcontractor(s) Amounts and %.</i>   |                                  |                                      |     |
| <i>If Bidder is SBE Firm, SBE Participation Includes SBE Bidder and SBE Subcontractor <u>Amounts and %.</u></i>   |                                  |                                      |     |
| Check one:  | Will Meet SBE Participation Goal | Will Not Meet SBE Participation Goal |     |
| <i>If the Subcontractor is not Registered with the MSDGC SBE Program and/or Certified by the City of Cincinnati Office of Contract Compliance SBE Program, usage will not be acceptable as SBE Participation. Visit <a href="http://www.msdbg.org">www.msdbg.org</a> to view the current MSDGC SBE Vendor Listing or <a href="http://www.cincinnati-oh.gov">www.cincinnati-oh.gov</a> to view City of Cincinnati SBE Directory.</i> |                                  |                                      |     |

| THIS PLAN MUST BE SIGNED AND SUBMITTED WITH YOUR BID  |  |
|---|--|
| <p>I certify that the information included in this SBE Goal Compliance Plan is true and complete to the best of my knowledge and belief. I further understand and agree that this SBE Goal Compliance Plan shall become a part of my Trade Contract with the City of Cincinnati as agent for the County Commissioners of Hamilton County, Ohio for operation of the Metropolitan Sewer District of Greater Cincinnati (the "City").</p> |  |
| <p>_____</p> <p>Name and Title of Authorized Representative</p>   |  |
| <p>_____</p> <p>Signature</p>   |  |
| <p>_____</p> <p>Date:</p>   |  |

| For MSDGC Use Only  |          |              |
|---------------------|----------|--------------|
| Subcontracting Plan | Approved | Not Approved |
| _____               | _____    | _____        |
| Initials            | Date     |              |

# Metropolitan Sewer District of Greater Cincinnati

| <b>REQUIREMENTS FOR BID SUBMISSIONS TO MSDGC</b>   |   |  |
|--|---|--|
| <b>This Page Should Not Be Submitted with Bid</b>  |   |  |
| <b>Condition(s)</b>  | <b>Document / Form(s) to be Submitted</b>   | <b>Due</b>   |
| <i>If There Is <b>No</b> SBE Participation Goal Established For The Project:</i>   | MSDGC SBE Goal Compliance Plan<br>Cover Page  | With Bid   |
|  | Subcontractor Utilization Plan (Statement of Intent to Utilize Firms) <b>EXCEPTION:</b> Only submitted if subcontractors are used on the project. | At pre-construction or any time during project before subcontractors are used. |
| <i>If SBE Participation Goal <b>WILL</b> Be Met:</i>   | MSDGC SBE Goal Compliance Plan<br>Cover Page  | With Bid   |
|  | Subcontractor Utilization Plan (Statement of Intent to Utilize Firms)   | Within <b>2 Business Days</b> of Bid Opening from <b>ALL</b> Bidders           |
| <i>If SBE Participation Goal <b>WILL NOT</b> Be Met:</i>   | MSDGC SBE Goal Compliance Plan<br>Cover Page  | With Bid   |
|  | Waiver Request Form and Affidavit   | With Bid   |
|  | SBE Subcontractors Good Faith Efforts Summary Sheets documenting Good Faith Efforts made by bidder.   | With Bid   |
|  | Subcontractor Utilization Plan (Statement of Intent to Utilize Firms)   | Within <b>2 Business Days</b> of Bid Opening from <b>ALL</b> Bidders           |
| <b>Please note: Documentation must support <u>ALL</u> of the areas checked on the Waiver Request Form and Affidavit.</b> The SBE Program review may determine the bid non-responsive if the areas checked cannot be supported. Remember, the Good Faith Efforts Summary has to be granted by MSDGC SBE Program. MSDGC reserves the right to ask for additional information to support documentation. |   |  |
| <b>Failure To Submit the Appropriate Documentation is Cause For Bid To Be Deemed Non-Responsive.</b>   |   |  |

| <b>Calculation of the cost of materials and supplies obtained from a SBE toward SBE participation goal:</b>  |
|--|
| A. If the materials or supplies are obtained from a SBE manufacturer, 100% of the cost of the materials or supplies shall count toward SBE goals.                          |
| B. If the materials or supplies are purchased from a SBE supplier (that is not a manufacturer), 60% of the cost of the materials or supplies shall count toward SBE goals. |



**SUBCONTRACTOR UTILIZATION PLAN (STATEMENT OF INTENT TO UTILIZE FIRMS)**  
 Submit form via email to [msd.procurement@cincinnati-oh.gov](mailto:msd.procurement@cincinnati-oh.gov)

Page \_\_\_\_\_ of \_\_\_\_\_

**THIS DOCUMENT MUST BE ACCURATELY COMPLETED, SIGNED AND SUBMITTED WITHIN 2 BUSINESS DAYS OF BID OPENING**

|                          |         |                               |                          |
|--------------------------|---------|-------------------------------|--------------------------|
| Procurement Description: |         | Project Name (if applicable): |                          |
| Company Name:            |         | Date Submitted:               | Total Contract Value: \$ |
| Address:                 |         | Federal Tax ID#:              |                          |
| Contact Person:          | E-mail: | Telephone #:                  |                          |

The Above Named Company Will Execute A Formal Agreement With The Firms Listed Below. This Form Must Be Submitted **Within 2 Business Days Of Bid Opening** By **ALL** Bidders. The Bidder Must List **ALL SUBCONTRACTORS**, Regardless Of The Amount Or Service. Failure To Complete This Form With All The Pertinent-Requested Information (As Indicated In Each Column), Shall Cause A Bid To Be Non-Responsive. This Document Will Be Included As Part Of The Contract.

| Company Name/Address/Contact Person/Telephone/Email | Federal Tax ID# | Describe Exact Type of Work/*Supplier | *Subcontract Dollars | *Subcontract Percentage | SBE                      | MBE                      | WBE                      | Non-SMWBE                | For Office Use Only (Calculation) |
|---|-----------------|---------------------------------------|----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------|
|   |                 |                                       |                      |                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                   |
|   |                 |                                       |                      |                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                   |
|   |                 |                                       |                      |                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                   |

**\*Please note: If the materials or supplies are obtained from an SBE manufacturer, 100% of the cost of the materials or supplies shall count toward SBE goals. If the materials or supplies are purchased from an SBE that is not a manufacturer, 60% of the cost of the materials or supplies shall count toward SBE goals.**

I certify that the above information is true to the best of my knowledge. The company acknowledges and agrees that if awarded the contract, formal agreements will be executed with the companies listed above. This Subcontractor Utilization Plan form will be included as part of the contract.

Signature: \_\_\_\_\_ Title: [Click here to enter text.](#) Print Name: [Click here to enter text.](#) Date: [Click here to enter text.](#)

# Metropolitan Sewer District of Greater Cincinnati

## Waiver Request Form and Affidavit

Bidders who do not meet the **contract goal for SBE participation must earn a minimum of eighty-five (85) points** in the following categories to determine if adequate “Good Faith Efforts” (GFE) to meet the Established SBE Participation Goal were made. **MSDGC SBE Office must approve the Waiver Request.**

Affidavit of: \_\_\_\_\_

\_\_\_\_\_ being first duly cautioned and sworn, states as follows:

\_\_\_\_\_ (Name of bidder) has made Good Faith Efforts to comply with the contract goals under the following areas checked and as established in the attached documentation:

- 1** - (10 pts.) Solicited, through all reasonable and available means (e.g. attendance at pre-bid meetings, accessed [www.msdbg.org/listsbe\\_vendors](http://www.msdbg.org/listsbe_vendors) and [www.cincinnati-oh.gov/SBE Directory](http://www.cincinnati-oh.gov/SBE_Directory), advertising and/or written notices) the interest of all certified SBEs who have the capability to perform the work of the contract. To be considered reasonable, the bidder should solicit this interest not less than **fourteen (14) days** prior to the bid submission deadline, in order to allow MSDGC registered SBEs and/or Certified City of Cincinnati SBEs sufficient time to respond to the solicitation. [To receive credit for this effort, the bidder must determine with certainty if the SBEs are interested by documenting and taking the appropriate steps to follow up initial solicitations.]
- 2** – (10 pts.) Selected portions of the work to be performed by SBEs in order to increase the likelihood that the SBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate SBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
- 3** – (15 pts.) Provided interested MSDGC registered SBEs and/or Certified City of Cincinnati SBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation for SBE participation.
- 4** – (20 pts.) Negotiated in good faith with interested MSDGC registered SBEs and/or Certified City of Cincinnati SBEs. It is the bidder’s responsibility to make a portion of the work available to SBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available SBE subcontractors and suppliers, so as to facilitate SBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of MSDGC registered SBEs and/or Certified City of Cincinnati SBEs that were considered, a description of the information provided regarding the plans and specifications for the work selected for subcontracting. [To receive credit for this effort, the bidder shall also submit written evidence as to why additional agreements could not be reached for SBEs to perform the work.]
- 5** – (10 pts.) Considered a number of factors in its negotiation with potential SBEs, and took SBE subcontractors’ price and capabilities, as well as the contract goals, into consideration. However, the fact that there may be some additional costs involved in finding and using SBEs is not itself sufficient reason for a bidder’s failure to meet the contract SBE goals, as long as such additional costs are not manifestly unreasonable. The ability or desire of a prime contractor to perform the work of the contract within its

## Metropolitan Sewer District of Greater Cincinnati

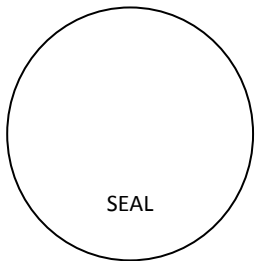
own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from SBEs if the price difference is manifestly unreasonable. In this regard, bids submitted by other bidders and their proposed SBE utilization may be considered in determining whether a price difference is manifestly unreasonable.

- 6** – (10 pts.) If participation of specific MSDGC registered SBEs and/or Certified City of Cincinnati SBEs was considered, the bidder did not reject SBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. An SBE subcontractor’s standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example, union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of SBE subcontractor proposals when considering the contractor’s efforts to meet the project goal.
- 7** – (20 pts.) Made efforts to assist interested MSDGC registered SBEs and/or Certified City of Cincinnati SBEs in obtaining bonding, lines of credit, or insurance as required by MSDGC or the contractor.
- 8** – (25 pts.) Made efforts to assist interested MSDGC registered SBEs and/or Certified City of Cincinnati SBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- 9** – (15 pts.) Effectively used the services of community organizations, contractors’ groups, local, state and federal business assistance offices, and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of SBEs.
- 10** – (30 pts.) The bidder is actively participating in an ongoing mentor/protégé relationship with an MSDGC registered SBE and/or Certified City of Cincinnati SBEs in the assistance of their business growth and development.

The undersigned hereby affirms, upon personal knowledge, that the good faith efforts indicated above were performed by the bidder prior to the submission of the bid. The undersigned hereby agrees to provide any additional documentary evidence of its good faith efforts as requested by MSDGC.

Date \_\_\_\_\_

Name of Bidder: \_\_\_\_\_



Signature \_\_\_\_\_

Title \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

**SBE SUBCONTRACTORS GOOD FAITH EFFORTS SUMMARY SHEET**

Page \_\_\_\_\_ of \_\_\_\_\_

**THIS DOCUMENT MUST BE ACCURATELY COMPLETED, SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL**

|                          |         |                                      |                          |
|--------------------------|---------|--------------------------------------|--------------------------|
| Procurement Description: |         | Project Name and ID (if applicable): |                          |
| Company Name:            |         | Date Submitted:                      | Total Contract Value: \$ |
| Address:                 |         | Federal Tax ID#                      |                          |
| Contact Person:          | E-mail: | Telephone #:                         |                          |

1 - (10 pts.) Solicited, through all reasonable and available means (e.g. attendance at pre-bid meetings, accessed [www.msdbg.org/listsbe\\_vendors\\_and\\_cincinnati-oh.gov\\_SBE\\_Directory](http://www.msdbg.org/listsbe_vendors_and_cincinnati-oh.gov_SBE_Directory), advertising and/or written notices) the interest of all MSDGC Registered and/or Certified City of Cincinnati SBEs who have the capability to perform the work of the contract. To be considered reasonable, the bidder should solicit this interest not less than **fourteen (14) days** prior to the bid submission deadline, in order to allow SBEs sufficient time to respond to the solicitation. [To receive credit for this effort, the bidder must determine with certainty if the SBEs are interested by documenting and taking the appropriate steps to follow up initial solicitations.]

**For each MSDGC registered SBE and/or Certified City of Cincinnati SBE firm contacted, list the name(s) and all information requested below related to the above Project. If additional space is required, this form may be duplicated.**

| Company Name/Address/Contact Person/Telephone/Email | Type of Business | Type of Work / Service(s) Solicited | How was Business Contacted (e.g., email, phone, letter, etc.?) | Response to Solicitation (e.g.. will submit bid, no response, not interested) | Bid/Quote Amount | Company Selected (Write Yes or No) |
|---|------------------|-------------------------------------|--|---|------------------|------------------------------------|
|   |                  |                                     |  |   |                  |                                    |
|   |                  |                                     |  |   |                  |                                    |
|   |                  |                                     |  |   |                  |                                    |

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms' responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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| Company Name:            |         | Date Submitted:                      | Total Contract Value: \$ |
| Address:                 |         | Federal Tax ID#                      |                          |
| Contact Person:          | E-mail: | Telephone #:                         |                          |

**2** – (10 pts.) Selected portions of the work to be performed by SBEs in order to increase the likelihood that the SBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate SBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.

**List all information requested below related to the above Project. If additional space is required, this form may be duplicated.**

|  |  |  |
|--|--|--|
| Portion of Work to be Performed by SBEs: |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms' responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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| Contact Person:          | E-mail: | Telephone #:                         |                          |

**3** – (15 pts.) Provided interested MSDGC registered SBEs and/or Certified City of Cincinnati SBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation for SBE participation.

**For each SBE firm contacted, list the name(s) and all information requested below related to the above Project. If additional space is required, this form may be duplicated.**

| Company Name/Address/Contact Person/Telephone/Email | Date Provided |
|---|---------------|
|   |               |
|   |               |
|   |               |
|   |               |
|   |               |

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| Address:                 |         | Federal Tax ID#                      |                          |
| Contact Person:          | E-mail: | Telephone #:                         |                          |

**4 – (20 pts.)** Negotiated in good faith with interested MSDGC registered SBEs and/or Certified City of Cincinnati SBEs . It is the bidder’s responsibility to make a portion of the work available to SBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available SBE subcontractors and suppliers, so as to facilitate SBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of SBEs that were considered, a description of the information provided regarding the plans and specifications for the work selected for subcontracting. [To receive credit for this effort, the bidder shall also submit written evidence as to why additional agreements could not be reached for SBEs to perform the work.]

**For each SBE firm contacted, list the name(s) and all information requested below related to the above Project. If additional space is required, this form may be duplicated.**

| Company Name/Address/Contact Person/Telephone/Email | Description of information provided | If Agreement Reached, Yes. If No, Why Not? |
|---|-------------------------------------|--|
|   |                                     |  |
|   |                                     |  |
|   |                                     |  |
|   |                                     |  |

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms’ responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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| Company Name:            |         | Date Submitted:                      | Total Contract Value: \$ |
| Address:                 |         | Federal Tax ID#                      |                          |
| Contact Person:          | E-mail: | Telephone #:                         |                          |

**5** – (10 pts.) Considered a number of factors in its negotiation with potential SBEs, and took SBE subcontractors’ price and capabilities, as well as the contract goals, into consideration. However, the fact that there may be some additional costs involved in finding and using SBEs is not itself sufficient reason for a bidder’s failure to meet the contract SBE goals, as long as such additional costs are not manifestly unreasonable. The ability or desire of a prime contractor to perform the work of the contract within its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from SBEs if the price difference is manifestly unreasonable. In this regard, bids submitted by other bidders and their proposed SBE utilization may be considered in determining whether a price difference is manifestly unreasonable.

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| Company Name/Address/Contact Person/Telephone/Email | Type of Work / Service(s) Considered | If Agreement Reached, Yes. If No, Why Not? |
|---|--------------------------------------|--|
|   |                                      |  |
|   |                                      |  |
|   |                                      |  |
|   |                                      |  |
|   |                                      |  |

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**6** – (10 pts.) If participation of specific SBEs was considered, the bidder did not reject SBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. An SBE subcontractor’s standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example, union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of SBE subcontractor proposals when considering the contractor’s efforts to meet the project goal.

**For each SBE firm contacted, list the name(s) and all information requested below related to the above Project. If additional space is required, this form may be duplicated.**

| Company Name/Address/Contact Person/Telephone/Email | If Agreement Reached, Yes. If No, List Sound Reasons Why Not? |
|---|---|
|   |   |
|   |   |
|   |   |
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|   |   |

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| Contact Person:          | E-mail: | Telephone #:                         |                          |

**7** – (20 pts.) Made efforts to assist interested MSDGC registered SBEs and/or Certified City of Cincinnati SBEs in obtaining bonding, lines of credit, or insurance as required by MSDGC or the contractor.

**For each SBE firm contacted, list the name(s) and all information requested below related to the above Project. If additional space is required, this form may be duplicated.**

| Company Name/Address/Contact Person/Telephone/Email | Type of Assistance | If Agreement Reached, Yes. If No, Why Not? |
|---|--------------------|--|
|   |                    |  |
|   |                    |  |
|   |                    |  |
|   |                    |  |

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms' responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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| Contact Person:          | E-mail: | Telephone #:                         |                          |

**8** – (25 pts.) Made efforts to assist interested MSDGC registered SBEs and/or Certified City of Cincinnati SBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

**For each SBE firm contacted, list the name(s) and all information requested below related to the above Project. If additional space is required, this form may be duplicated.**

| Company Name/Address/Contact Person/Telephone/Email | Type of Assistance | If Successful, Yes. If No, Why Not? |
|---|--------------------|-------------------------------------|
|   |                    |                                     |
|   |                    |                                     |
|   |                    |                                     |
|   |                    |                                     |

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| Address:                 |         | Federal Tax ID#                      |                          |
| Contact Person:          | E-mail: | Telephone #:                         |                          |

**9** – (15 pts.) Effectively used the services of community organizations, contractors’ groups, local, state and federal business assistance offices, and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of SBEs.

**For each SBE firm contacted, list the name(s) and all information requested below related to the above Project. If additional space is required, this form may be duplicated.**

| Organization Name/Address/Contact Person/Telephone/Email | How Did You Use Organization? | Date |
|--|-------------------------------|------|
|  |                               |      |
|  |                               |      |
|  |                               |      |
|  |                               |      |
|  |                               |      |

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms’ responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**SBE SUBCONTRACTORS GOOD FAITH EFFORTS SUMMARY SHEET**

Page \_\_\_\_\_ of \_\_\_\_\_

**THIS DOCUMENT MUST BE ACCURATELY COMPLETED, SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL**

|                          |         |                                      |                          |
|--------------------------|---------|--------------------------------------|--------------------------|
| Procurement Description: |         | Project Name and ID (if applicable): |                          |
| Company Name:            |         | Date Submitted:                      | Total Contract Value: \$ |
| Address:                 |         | Federal Tax ID#                      |                          |
| Contact Person:          | E-mail: | Telephone #:                         |                          |

**10** – (30 pts.) The bidder is actively participating in an ongoing mentor/protégé relationship with an SBE in the assistance of their business growth and development.

**For each SBE firm participating in your mentor/protégé relationship, list the name(s) and all information requested below related to the above Project. If additional space is required, this form may be duplicated.**

| Company Name/Address/Contact Person/Telephone/Email | Type of Business |
|---|------------------|
|   |                  |
|   |                  |
|   |                  |

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms' responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_