



REQUEST FOR QUOTATIONS

To be used for Professional Services less than \$250,000.
Advertisement is not required

REQUEST FOR QUOTATIONS

Sullivan County is requesting quotes for the purchase of professional Engineering services. These services include all necessary design and specifications for the bidding of and contracting for the Sonestown Sewer System Improvements Phase II project. Complete quotation details, including the required quotation format, may be obtained by contacting:

Cody Hoover, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Quotation details are also available at www.seda-cog.org – News, Notices, Publications.

Quotations will be accepted until Friday, July 12, 2024, prevailing time, 3:00 PM. They will be publicly opened at the Sullivan County Courthouse during the regular meeting of the Sullivan County Commissioners on Tuesday, July 16, 2024, at 10:00 AM. Quotations shall be on the forms required, sealed and clearly marked on the outside, "Sonestown Sewer System Improvements Phase II Project," and submitted to:

Hope Verelst, Chief Clerk
P.O. Box 157
245 Muncy Street
Laporte, PA 18626

Quotations that are faxed or e-mailed to SEDA-COG or Sullivan County cannot be accepted.

Request for Quotes

**Sullivan County
Sonestown Sewer System Improvements Phase II
Davidson Township
Sullivan County, Pennsylvania**

Sullivan County proposes to use a recently approved Community Development Block Grant to request quotes for the purchase of professional Engineering services. The following narrative outlines the major responsibilities of the proposers. These responsibilities include the entire project from design to final inspection. It should be recognized by all proposers that the Scope of Services included herewith might exclude some minor, incidental Engineering responsibilities not currently identifiable.

Quotations shall include the attached "Standard Engineering Estimate" and be submitted to:

Hope Verelst, Chief Clerk
P.O. Box 157
245 Muncy Street
Laporte, PA 18626

All quotations shall be sealed and clearly marked on the outside, "Engineering Services Quotation," and must be received by Friday, July 12, 2024, prevailing time, 3:00 PM. They will be publicly opened at the Sullivan County Courthouse during the regular meeting of the Sullivan County Commissioners on Tuesday, July 16, 2024, at 10:00 AM.

Questions regarding this quotation should be directed to:

Cody Hoover, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
570-524-4491
choover@seda-cog.org

PROJECT DESCRIPTION

Davidson Township Sewer Authority provides wastewater and sewage treatment for the Village of Sonestown. The Village of Sonestown is in a rural area of Sullivan County and has about 200 residents. The village has no access to public water supplies and the residents and businesses utilize wells for the drinking water. The original treatment plant is failing and is at the end of its functioning lifespan. The current Sand Distribution System experiences clogging and bio-growth in the distribution piping that does not allow the wastewater to distribute evenly throughout the surface of the sand filters. The Village of Sonestown sits along Muncy Creek and has experienced many high-water events that have disrupted the operation of the plant. These events can cause an overflow of sewage due to cracks and breaks in the gravity lines. The residents have settling tanks that need to be pumped out on a continual basis and some have become displaced during high water events.

In 2023, the Sonestown Sewer System Improvements project (Phase I) addressed the immediate concerns that affected the plant's current operation. Five new pumps and control panels were installed in the Main Street pump station and the Wastewater Treatment Plant (WWTP). Inflow and Infiltration issues were also addressed at the Main Street Pump Station. Some preliminary design work, including initial mapping, site layouts, and invoices for previous work, will be available to the selected consultant for their considered use.

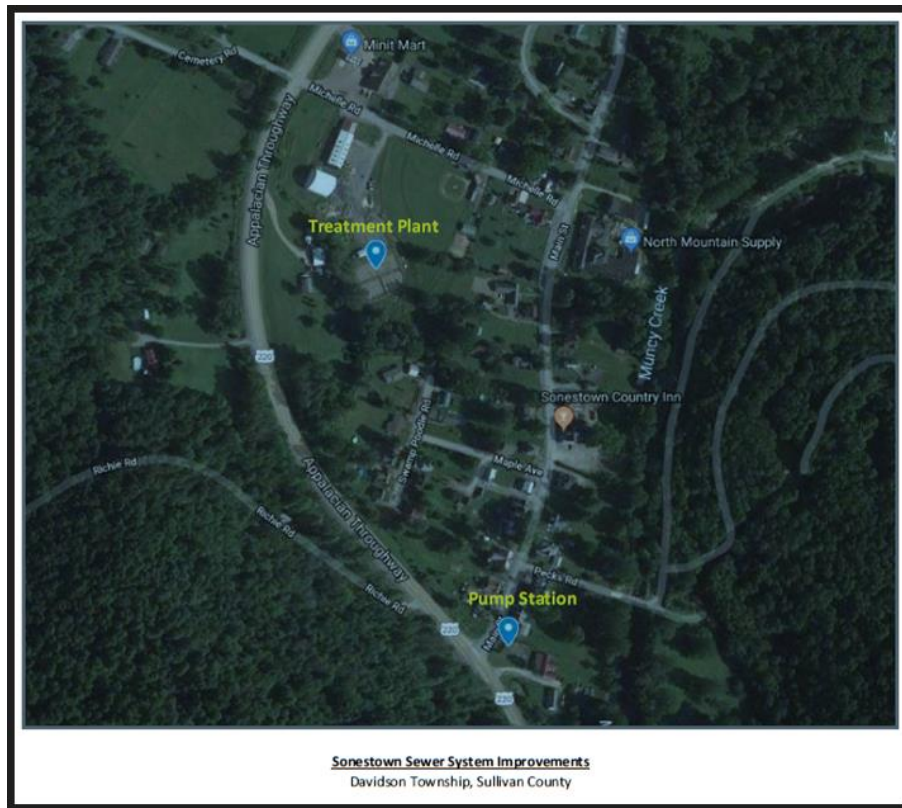
Phase II is vital for the integrity of the system and to provide uninterrupted service for decades to come to the Village of Sonestown. Phase II of the Sonestown Sewer System project will utilize new sewer lines throughout the entire village replacing the deteriorating gravity system and will include a new package treatment plant. The new treatment plant will provide advanced wastewater treatment and needs to be safe from the risk of flooding during high-water events, making the new plant flood resistant. If the existing settling tanks are to be used, grinder pumps will need to be installed in each tank. These proposals are to be used as a reference by the engineer, but the parties interested are open to changes that will increase efficiency and lower the cost of construction and maintenance. All design suggestions will be reviewed by all interested parties and incorporated into the final design plan as necessary.

The scope of work in this project includes the complete installation of the following:

- New Wastewater Treatment Package, designed to withstand flood water inundation.
- Installation of new sewer lines throughout the system. The design will be at the discretion of the retained engineer.
- Resident project representative services

Existing Gray Water Treatment Plant:





PROJECT DESIGN

The Engineer shall prepare all necessary design plans, drawings and specifications to be used for the construction of the improvements and should therefore be complete in detail and contain all necessary information. Drawings shall conform with standard professional practice and consist of all architectural and engineering drawings, including profiles and sections, plot, and site plans, and all else necessary to illustrate the interest and scope of the work. Working drawings shall be prepared for structural, hydraulic, mechanical, electrical, and all other branches of the construction work.

The Engineer shall investigate any existing systems affected by the proposed project, identifying options, and advising Sullivan County and Davidson Township in the most appropriate method of modifying the systems as part of the design of this project. Plans and specifications shall be developed in such a manner to delete and add segments should the project costs be over or under budget.

1. All permits, plans, or surveys which may be necessary to define the scope of the work or for the performance of the project shall be the responsibility of the Engineer. The quotation shall include a list of those permits currently anticipated as necessary, identifying actual permit fees which shall be paid by the Engineer as a component of their project quotation. Survey work required for easements/rights-of-way may be a part of this quotation. The engineer shall provide an hourly rate for necessary survey work. Federal Environmental Reviews, State Historic Preservation Office Review, and Archaeological Reviews are not a part of this quotation.

Assistance from the Engineer is necessary for SEDA-COG and Sullivan County and Davidson Township to fully understand the project, and therefore, meeting attendance is of high

importance. Accordingly, this quotation shall include four (4) design phase meetings, as well as four (4) preconstruction meetings (as noted below), at which the Engineer is expected to be in attendance. These meetings shall be conducted during the design and construction specifications phase at the convenience of Sullivan County and shall include the following:

- Design phase meetings
 - A kick-off meeting
 - Two (2) development meetings
 - A meeting to present the final design and receive approval to advertise
 - Preconstruction meeting(s) – (Engineer will coordinate and prepare meeting agenda w/ minutes.)
 - Pre-bid meeting (optional)
 - Bid Opening (Engineer will prepare bid tabulation form)
 - Award – (Engineer will make formal recommendation to award)
 - Preconstruction conference
 - Monthly construction job conferences
2. Sullivan County and Davidson Township may request, and the Engineer may suggest, additional meetings. Accordingly, proposers should indicate their intention to do so in the narrative of their quotation. Any cost associated with additional meetings shall be included on the standard Engineers Estimate form.
 3. A project design schedule must be included as part of this quotation indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by Sullivan County and Davidson Township. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by Sullivan County. It is the intention of Sullivan County and Davidson Township to advertise for construction bids on or before January 10, 2025. It is understood that changes in the project scope or nature may affect this schedule.
 4. Upon completion of the preliminary design, and again when requesting approval of the final design, the Engineer shall prepare and provide to Sullivan County and Davidson Township, an opinion of probable construction costs, either as a lump sum or utilizing the itemized bid schedule if a line-item construction bid is proposed.

PREPARATION OF DOCUMENTS AND COORDINATION OF BIDDING

The Engineer shall prepare all construction contract documents, including but not limited to bid schedule, bond forms (bid, performance, payment), construction specifications and agreements, compliance forms, etc. The Engineer shall be responsible for coordinating the bidding process, including printing, and distributing up to ten (10) sets of bid documents, publishing the required advertisements, fulfilling all requirements outlined in the Engineer’s Memo, which will be provided prior to bidding, and management of any required deposits or payments. Costs for this portion of the work shall be borne by the Engineer except that the actual costs for legal advertisements will be reimbursed by Sullivan County. Insofar as federal CDBG monies are being used in the project, forms and procedures meeting the requirements of the PA Department of Community and Economic Development shall be used in the contracting documents. SEDA-COG shall facilitate this process by providing model bidding documents for use by the Engineer.

In addition, the Engineer will assist the solicitor throughout the project including, but not limited to, the preparation of documents involving engineering matters and preparation of contract documents for the solicitor's opinion, a review of the bid documents, conformity with the specifications, and requirements, as well as a formal recommendation of bid award. The Engineer is also responsible to manage the construction contract award process, including issuance of the Notice of Intent to Award, execution of the agreements, Award, Notice of Start of Construction, Substantial Completion, Final Inspection, and Completion.

CONSTRUCTION SUPERVISION/RESIDENT PROJECT REPRESENTATIVE
SCOPE OF SERVICES

The Engineer is expected to furnish customary engineering advice and assistance necessary to enable Sullivan County and Davidson Township, to readily understand the project. The Engineer shall visit the construction site to observe progress and quality of work, to determine if work is proceeding in accordance with contract documents, to keep Sullivan County and Davidson Township, informed of progress, to guard against defects and deficiencies, and to disapprove work not in conformance with contract documents. The Engineer shall serve as the Sullivan County representative at the project site, issuing all instructions to the contractors and preparing any change orders.

The Engineer will check and approve samples, schedules, shop drawings, catalogue data, laboratory, shop and mill tests of materials and equipment, and other data which contractors are required to submit to ensure conformity with project design, concept, and requirements. The Engineer, in accordance with accepted professional standards and practice, shall review contractors' payment requests and approve, in writing, payment to the contractors in such amounts. The Engineer will also conduct, in the company of the owner and the contractor, a final inspection of the project for conformity with design, concept, and contract documents. When the project is complete, the Engineer will correct all drawings to show construction and installation as actually accomplished and will furnish one set of full size "As Built" prints and one electronic copy to Sullivan County and Davidson Township,.

These services, to be provided by the Engineer, include resident inspection services. Comprehensive design, inspection of work and compliance with specifications is of utmost importance to a successful and timely project completion. As a part of this quotation, it is the Engineer's responsibility to estimate the project duration in order to calculate the number of construction supervision site visits. Should the project take less or more time than anticipated, no adjustment to the costs for project supervision will be considered.

DUTIES OF THE RESIDENT PROJECT REPRESENTATIVE

- A. The Resident Project Representative ("RPR") shall assist the Engineer in observing progress and quality of the Work. The RPR is to provide full-time representation while construction activities are underway. The RPR is the representative of the owner of the project site and will act as directed by and under the supervision of the Engineer and will confer with the Engineer regarding RPR's actions.
- B. Through the RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owners against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer or RPR have authority

over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Contractor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Contractor's work in progress, for the coordination of the Contractor's work or schedules, or for any failure of any Contractor to comply with Laws and Regulations applicable to the performing and furnishing of its work.

C. The duties and responsibilities of the RPR are as follows:

1. General: RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of the Contractor. RPR shall generally communicate with Owners through the Engineer; However, the RPR shall keep the Owners reasonably informed of its work by advising the Owner of, among other things, any material changes, timeliness issues or any disputes between the Engineer and RPR.
2. Schedules: Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.
3. Conferences and Meetings: Attend meetings with Contractor, such as stakeholder meetings, preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and, as appropriate, prepare and circulate copies of minutes thereof.
4. Safety Compliance: Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
5. Liaison:
 - a. Serve as Owner's and Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee; assist in providing information regarding the provisions and intent of the Construction Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
 - d. Keep Owners reasonably informed of its work by advising Owner of, among other things, any material changes, timeliness issues and disputes between Engineer and RPR.
6. Clarifications and Interpretations: Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), grant requirements, or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor.

7. Shop Drawings and Samples:
 - a. Record date of receipt of Samples and Contractor-approved Shop Drawings.
 - b. Receive Samples that are furnished at the Site by Contractor and notify Engineer of availability of Samples for examination.
 - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor or has not been approved by Contractor or Engineer.
8. Proposed Modifications: Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor. All construction change orders must be approved by the funding agencies, Engineer and Owner prior to work being performed.
9. Review of Work; Defective Work:
 - a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents and provide recommendations as to whether such Work should be corrected, removed, and replaced, or accepted as provided in the Construction Contract Documents.
 - b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is, nonetheless, not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work; and
 - c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.
10. Inspections, Tests, and System Start-ups:
 - a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
 - b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
 - c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
 - d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
 - e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.
11. Records:
 - a. It is anticipated that the Engineer or Contractor will provide a secure Project Documentation Website for the transmittal, storage and notification of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format.
 - b. Maintain at the Site orderly files for correspondence, reports of job conferences,

copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.

- c. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
 - d. Upon request from an Owner to Engineer, photograph or video work in progress or site conditions.
 - e. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
 - f. Maintain records for use in preparing Project documentation.
 - g. Upon completion of the work, furnish original set of all RPR Project documentation to Engineer.
12. Reports:
- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
 - b. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
 - c. Furnish to Engineer and Owners copies of all inspection, test, and system start-up reports.
 - d. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.
13. Payment Requests: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
14. Certificates, Operation and Maintenance Manuals: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the grants and Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the grants and Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.
15. Completion:
- a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in

the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.

- b. Participate in Engineer's visit to the Site in the company of the Owners and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
- c. Observe whether all items on the final punch list have been completed or corrected and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work.

D. Resident Project Representative shall not:

1. Authorize any deviation from the grant requirements or Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
2. Exceed limitations of RPR's authority.
3. Undertake any of the responsibilities of Contractor, Subcontractors or Suppliers, or any Constructor.
4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of the Work, by Contractor or any other Constructor.
5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of the Owners or Contractor.
6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
8. Authorize Owners to occupy the Project in whole or in part.

ADDITIONAL SERVICES OF ENGINEER

Where participating state and/or federal agencies require reports relating to construction, the Engineer shall prepare and submit such reports and shall assist in any negotiations with these or other agencies as is necessary for final approval.

An updated cost estimate and project schedule shall be submitted as soon as possible and prior to the bid documents being advertised.

TERMS OF PAYMENT

The Engineer will be required to enter into a written Professional Services Agreement with Sullivan County, which will incorporate the information contained in this Request for Quotations. The Engineer will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the lump sum amount of this quotation.

Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts. Payment shall be expressly contingent upon receipt of funds from the Department of Community and Economic Development.

MBE/WBE GOALS

It is the public policy of Sullivan County, to promote the opportunity for full participation by Minority and Women's Business Enterprises ("MBE's" and "WBE's") business concerns in all projects receiving federal funds from the United States Department of Housing and Urban Development which are administered by the Pennsylvania Department of Community and Economic Development.

Sullivan County has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG, ESG, and/or HOME funding.

SECTION 3 GOALS

Section 3 24 CFR Part 135 has been updated to the New Rule, 24 CFR Part 75. The New Rule for Section 3, 24 CFR Part 75, is applicable for projects for which the total amount of federal assistance is greater than \$200,000. Section 3 does not apply to professional services; however, you are still encouraged to follow Sullivan County's Section 3 Action Plan for Section 3 and Targeted Section 3 Labor Hours. The new 24 CFR Part 75 rule does apply to construction contracts and the professional service provider is expected to assist with facilitation of these efforts for compliance. Professional Service firms who hire Section 3 or Targeted Section 3 workers can count those labor hours as Section 3, or Targeted Section 3, but should be excluded from the total number of labor hours. Benchmarks are only qualified as being met if Section 3 Laborer Hours = 25%, *and* Targeted Section 3 Labor Hours = 5% of the total number of labor hours.

QUOTATION SUBMISSION AND EVALUATION

Three (3) copies of the quotation (preferably two bound copies and one unbound copy) must be submitted to:

Hope Verelst, Chief Clerk
P.O. Box 157
245 Muncy Street
Laporte, PA 18626

Quotations must be received no later than 3:00 PM on Friday, July 12, 2024. **Quotations that are faxed or e-mailed to SEDA-COG or Sullivan County cannot be accepted.**

Quotations will be reviewed and evaluated by Sullivan County and SEDA-COG. The evaluation will include the following areas in order of relative importance:

- Adequacy of quotation in the terms of addressing the needs that are set forth in the Request for Quotations.
- Relevant experience and past performance.
- Quality of previous work.

- Adequacy of resources/record of completing projects on time.
- Cost.
- Proposer's commitment to the obligations of Sullivan County's Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.

Note: Cost is only one of several criteria to be considered in evaluating quotations. Accordingly, SEDA-COG will not publish quotation cost summaries. Proposers are, however, invited to attend the opening.

REQUIRED INFORMATION

Each proposer shall provide all information herein requested. Further, no quotation will be considered unless the attached Standard Form is completed in its entirety.

Each proposer shall provide a minimum of two references where similar engineering services have been performed during the past three years. These projects should be similar in design and scope. If the proposer is an MBE/WBE business concern, a certification form shall be submitted with the bid attesting to the firms' status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, the proposers must submit documentary evidence of MBE/WBE business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the MBE/WBE requirements are not triggered.

Sullivan County reserves the right to accept or reject any and all quotations or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

STANDARD ENGINEERING ESTIMATE

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

REPRESENTATIVE: _____

REPRESENTATIVE E-MAIL: _____

I. Project design, specification, required meeting attendance, bidding, and other engineering services _____

II. Project construction supervision/
Resident Project Representative (weekly rate) _____ per week

TOTAL LUMP SUM: \$ _____

Additional Survey fees and Meetings:

Surveyor Services (hourly rate) \$ _____ per hour

Lump sum cost for additional meetings
if requested by _____ \$ _____

I, _____, a licensed professional Engineer in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the _____ Request for Quotations, and I/we am/are prepared to provide the required services for the above costs.

(SEAL) _____

ATTACH A MINIMUM OF TWO (2) PROJECT REFERENCES, SIMILAR IN DESIGN AND SCOPE.
ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE.

**MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT
TO BE SUBMITTED WITH THE BID**

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

Name of Bidder:	Project Name:
Address:	Bid Opening Date:
Email Address:	
Telephone Number:	Contact Person:

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

Company Name & Telephone Number	MBE* (enter code from below)	WBE (X)	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received (Please mark NR if no response was received)	Total Dollar Amount Awarded (If not awarded indicate reason)
Prepared By:			Title:		

*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

MINORITY AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the goals for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

Where the goals are not met, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

Company Name

Signature

Date