Attachment 1 to A.P. 3325 MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT

The undersigned as contractor does hereby make the following Affidavit. I acknowledge the Minority Business Enterprise participation of fifteen percent (15%) minimum, unless otherwise stated in the bid documents for the contract with the Prince George's County Board of Education and commit to make a good faith effort to achieve this requirement.

In the solicitation of subcontract quotations or offers, all Minority Business Enterprise (MBE) subcontractors were provided not less than the same information and amount of time to respond to the solicitations as non-minority business enterprise subcontractors.

The solicitation process was conducted in such a manner so as to otherwise not place MBE subcontractors at a competitive disadvantage to non-MBE subcontractors.

I understand and agree, that if awarded the contract, we will implement the provisions of the above paragraph with respect to subcontracts to be let after the award of the contract, but that such subcontracts will not be let until the Board of Education has reviewed and approved the Minority Business Enterprises submittals. I understand that the failure to submit the affidavit to the Board of Education shall result in a determination that this bid is non-responsive.

I understand and agree that, if awarded the contract, I will and do hereby authorize representatives of the Board of Education and the Interagency Committee for Public School Construction to examine, from time to time, the books, records and files of this organization to the extent that such data relates and pertains to the affirmative action pursuant to this contract.

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

Company Name	Signature		Date	
Address	Print Name			
Sworn and subscribed before m	e this	day of		_, 20
		Notary Publ	ic	

MBE Form #1 1/94

Attachment 2 to A.P. 3325 MINORITY SUBCONTRACTOR UNAVAILABILITY CERTIFICATE

1. It is hereby certified that the firm of

	(Name of Minority Firm)		(Telephone)
	(Number) (Street) (Zip)	(City)	(State)
	Was offered an opportunity to	bid on theschool	
	Project in		
	County/Ci		
	by		
	(Name of	Prime Contractor's F	irm)
		(Address)	
2.	The		is either unavailable
for the	e (Name of Min		
	work/service or unable to prep (check one of the following)		ject for the following reason(s)
	unavailable for the w is unable to prepare did not respond to a Other please state	a bid,	-
	Prime Contractor		Date

REQUEST FOR WAIVER

Contractor Name of Project

I do hereby request that an exception be granted to the requirement that a minimum of fifteen percent (15%) of the total value of this contract be placed with Minority Business Enterprises.

_____and duly authorized representative of (Title) In connection with the above-captioned project and this request, I hereby certify that I am the _____

(Company Name & Address)

I further certify that I have submitted a Schedule for Participation of Minority Business Enterprises (MBEs), which reflects the percentage and dollar value of MBE participation, which my company expects to achieve for this contract. That percentage is _____% and the dollar value is \$ _____. Therefore, the Request for Exception is for percentage and dollar value.

To support this Request for Exception, I include the following information as attachments, which I certify to be true to the best of my knowledge, information and belief:

1. A statement of the efforts made by my company to contact and negotiate with MBEs, including the names, addresses and telephone numbers of MBEs contacted;

2. A description of the information provided by MBEs regarding the plans and specifications for portions of the work to be performed;

3. A statement of the efforts made by my company to select portions of the work proposed to be performed by MBEs in order to increase the likelihood of achieving the stated goal;

4. For each MBE, which placed a bid, which my company considers to be unacceptable, we are submitting a statement, which explains the basis for our conclusion that the minority business bid is unacceptable;

5. A list of minority subcontractors found to be unavailable with attached Minority Subcontractor Unavailability Certificate(s).

(Date)

(Signature)

(Print Name)

Sworn to and subscribed before me this _____day of _____, 20 _____.

(Notary Public)

MBE Form #4 1/94

STATEMENT OF INTENT

PROJECT NAME:		
PROJECT LOCATION:		
A. Name of B. Name of	Prime Contractor: MBE:	
C. Certified I	by: MDOT and Prince George's Cour	nty Government (Please circle)
Cert.	#	
1.	Work/Services to be performed by M	BE:
2.	Subcontract Amount: \$	
3.	Bonds - Amount and type required o	f MBE, if any:
4.	MBE Commencement Date:	Completion Date:
5.	This MBE subcontract represents the project cost:%	e following percentage of the total
6.	indicated above the prime contractor above-referenced project with the Bo	for the work/service 's execution of a contract for the bard of Education. The undersigned Business Enterprise, or has applied for
	Print Name of Subcontractor	Signature of Subcontractor
7.	The terms and conditions stated abo agreements.	ve are consistent with our
	Print Name of Prime Contractor	Signature of Prime Contractor

Attachment 5 to A.P. 3325 SCHEDULE FOR PARTICIPATION OF MINORITY BUSINESS ENTERPRISE

-	bhone: Fax
PRO	JECT LOCATION: (Number, Street, City, State, Zip)
PRO	JECT NUMBER:
TOT	AL CONTRACT DOLLAR AMOUNT: \$
PRO	JECT NAME:
	THE DATA REQUESTED FOR EACH MINORITY FIRM INVOLVED IN THIS JECT:
a.	MINORITY FIRM & ADDRESS: (Number, Street, City, State, Zip)
	Work or Service to be performed:
	Project Commencement Date: Project Completion Date: Agreed Dollar Amount: \$ Percentage of Total Contract: %
	Certified by: MDOT and/or Prince George's County Government Cert. No.
b.	MINORITY FIRM: (Number, Street, City, State, Zip)
	Work or Service to be performed:
	Project Commencement Date: Project Completion Date: Agreed Dollar Amount: \$ Percentage of Total Contract:%
	Certified by: MDOT and/or Prince George's County Government Cert. No.