



**MBE SUBCONTRACTOR UNAVAILABILITY CERTIFICATE**

1. It is hereby certified that the firm of

\_\_\_\_\_  
(Name of MBE Firm) (Telephone)

\_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Was offered an opportunity to bid on the \_\_\_\_\_ school Project

in \_\_\_\_\_  
(City)

by \_\_\_\_\_  
(Name of Prime Contractor's Firm)

\_\_\_\_\_  
(Address)

2. \_\_\_\_\_ is either unavailable for the  
(Name of Minority Firm)

work/service or unable to prepare a bid for this project for the following reason(s):  
(check one of the following):

- \_\_\_\_\_ unavailable for the work/service for this project,
- \_\_\_\_\_ is unable to prepare a bid,
- \_\_\_\_\_ did not respond to a request for a price proposal
- \_\_\_\_\_ other please state

\_\_\_\_\_  
(Prime Contractor)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Title)

**REQUEST FOR WAIVER**

Contractor \_\_\_\_\_ Name of Project \_\_\_\_\_

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

In connection with the above-captioned project and this request, I hereby certify that I am the \_\_\_\_\_ and duly authorized representative of:

(Title)

\_\_\_\_\_  
(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 Business Subcontractor Unavailability Certificate(s).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Notary Public)

**STATEMENT OF INTENT**

PROJECT NAME: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

A: Name of Prime Contractor: \_\_\_\_\_

B: Name of MBE: \_\_\_\_\_

C: Certified by: MDOT, WMATA, and/or Prince Georges' County Government

(Please circle)

Cert. # \_\_\_\_\_

1. Work/Services to be performed by MBE:  
\_\_\_\_\_  
\_\_\_\_\_

2. Subcontract Amount: \$ \_\_\_\_\_

3. Bonds -Amount and type required of MBE, if any:  
\_\_\_\_\_  
\_\_\_\_\_

4. MBE Commencement Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

5. This MBE subcontract represents the following percentage of the total project cost: \_\_\_\_\_%

6. The undersigned subcontractor will enter into a contract with \_\_\_\_\_ for the work/service indicated above the prime contractor's execution of a contract for the above-referenced project with the Board of Education. The undersigned subcontractor is a certified MBE, or has applied for certification. The terms and conditions stated above are consistent with our agreements.

\_\_\_\_\_  
Print Name of Subcontractor

\_\_\_\_\_  
Signature of Subcontractor

7. The terms and conditions stated above are consistent with our agreements.

\_\_\_\_\_  
Print Name of Prime Contractor

\_\_\_\_\_  
Signature of Prime Contractor

**SCHEDULE FOR PARTICIPATION OF MINORITY BUSINESS ENTERPRISE**

1. PRIME CONTRACTOR- NAME OF FIRM & ADDRESS: (Number, Street, City, State, Zip)

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. PROJECT LOCATION: (Number, Street, City, State, Zip)

\_\_\_\_\_

3. PROJECT NUMBER: \_\_\_\_\_

4. TOTAL CONTRACT DOLLAR AMOUNT: \$ \_\_\_\_\_

PROJECT TNAME: \_\_\_\_\_

5. LIST THE DATA REQUESTED FOR EACH MBE FIRM INVOLVED IN THIS PROJECT:

\_\_\_\_\_

a MBE 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, WMATA, and/or Prince George's County Government

Certificate No. \_\_\_\_\_

b MBE 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, WMATA, and/or Prince George's County Government

Certificate No. \_\_\_\_\_

6. MBE FIRMS TOTAL DOLLAR AMOUNT: \$ \_\_\_\_\_

MBE FIRMS TOTAL PERCENTAGE: \_\_\_\_\_%

**OUTREACH EFFORTS COMPLIANCE STATEMENT**

In conjunction with the bid or offer submitted in response to County Public

Schools for the \_\_\_\_\_ project, I state the following:  
(Name)

1) Bidder/Offeror identified opportunities to subcontract in these specific work categories:

\_\_\_\_\_

2) Attached to this form are copies of written solicitations (with bidding instructions) used to solicit certified MBEs for these subcontract opportunities.

\_\_\_\_\_

3) Bidder/Offeror made the following attempts to contact personally the solicited MBEs:

\_\_\_\_\_

4)

- Bidder/Offeror assisted MBEs to fulfill or to seek waiver of bonding Requirements (Describe Efforts);
- This project does not involve bonding requirements.

5)

- Bidder/Offeror did/did not attend the pre-bid conference;
- No pre-bid conference was held.

\_\_\_\_\_  
Bidder/Offeror Company Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature                      Date

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

\_\_\_\_\_  
Title