

Work Write-Up

Clara Boyd

* EXHIBIT 1 *

Dated: 3/28/2011

Printed: Thursday, March 31, 2011 09:51 AM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

Clara Boyd

Project Address

5051 Bradfordville Rd.

Tallahassee, Fl 32309

Customer Address

5051 Bradfordville Rd.

Tallahassee, Fl 32309

Home Phone: 668-0529

Work Phone:

PREPARED BY

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED, AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

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Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses required by the State, County and City.	600		
01.0050 P1 CODE COMPLIANCE All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements and must meet with the approval of local code enforcement officials.	0		
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner.	0		
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work and work being performed on project.	0		
01.0125 P1 PLACE A JOB SIGN IN FRONT YARD Contractor must securely position a project sign in the front yard and within view of the street. It is the Contractor's responsibility to pick a sign up from, and return it to, the Program Administrator. Signs to be returned in good condition.	0		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	0		
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	0		
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS	0		

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<p>Contractor to perform work specified in Work Write- Up in a high-quality good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's specs and 3) meet requirements of code enforcement inspectors.</p>	0		
<p>01.0225 P1 GENERAL WARRANTY Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.</p>	0		
<p>01.0250 P1 SCHEDULING WORK Contractor to schedule work between 8:00am and 6:00pm Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Homeowner. Work requiring a Compliance Inspection by the Program Administrator can ONLY be performed between 8:00am and 5:00pm Monday through Friday. The Contractor responsible for scheduling and coordinating subcontractor work.</p>	0		
<p>01.0275 P1 COMPLIANCE INSPECTIONS Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. For example, these inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles and 3) inspection of repaired floors prior to installation of new sub- floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!</p>	0		
<p>01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS Contractor must submit to Program Administrator a payment request signed by the Homeowner approving payment. This request must be submitted in person to Program Administrator at least one day ahead of desired inspection date. Inspections will not be scheduled by phone. Payment inspections will be scheduled on a first-requested first-scheduled basis.</p>	0		
<p>01.0325 P1 PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.</p>	0		
<p>01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.</p>	0		

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01.0375 P1 PRIME BARE WOOD The exposed face of all newly installed wood and all wood scraped down to bare wood must be primed with appropriate primer.	0		
01.0400 P1 CAULKING WOOD Caulking, if any, must occur only after primer has been applied to the area being caulked and prior to the installation of any paint.	0		
01.0425 P1 CONCEAL ANY NEW WIRING & PLUMBING LINES FROM VIEW All new electrical wiring and plumbing lines are to be installed concealed from view inside stud walls, under floors and in attics. Unless otherwise approved by Homeowner and Program Administrator, surface mounted wire mold and conduit are not permitted.	0		
01.0450 P1 INSULATE EXPOSED WALL CAVITIES All exposed exterior wall cavities that are to be enclosed by a new wall surface material are to have R-11 insulation installed in the cavity before the new wall surface material is installed.	0		
01.0475 P1 REDUCE AIRBORNE DUST DURING CONSTRUCTION Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.	0		
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.	0		
HOMEOWNER WORK			
05.0005 P1 ATTEND CLASS OR WORKSHOP Homeowner to attend Leon County provided class or workshop. Subjects include but are not limited to homeowner maintenance, energy conservation, and finance/budget. Classes will be held on designated Saturdays. The County will notify the homeowner when and where the required classes will be scheduled.	1		

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EXTERIOR WALLS			
50.0425 P1 INSTALL A NEW 2-PANE ALUMINUM WINDOW WITH A GRID PATTERN SIMILAR TO ORIGINAL GRID PATTERN Install a single-hung, double-pane aluminum frame window with a lock and fiberglass screen to fit existing opening. Window to have color and grid pattern similar to original window. Repair, sand smooth, caulk and apply primer and two coats of semi-gloss acrylic latex paint or stain to window components including jambs, casing, sills, aprons and stools. Replace these components only when missing, rotten or severely damaged. Window to be caulked to brick and wallboard. Fill space between window and framing with insulation, non-expanding foam, or other suitable material.	4		
ROOF & ATTIC			
35.0325 P1 REMOVE ALL ROOF COVERING MATERIAL DOWN TO SHEATHING Remove all roof covering material down to roof sheathing or furring strips. Remove all debris to legal dump site. Take precautions to protect plants, shrubs, trees and fences from damage during removal.	5,979	SF	
35.0375 P1 REPLACE UP TO 10% OF ROOF DECKING Replace up to 10% of any rotten, badly warped or broken roof decking and nailers. Material shall match remaining material as closely as possible. Roofs requiring more than 10% decking shall be covered through a Change Order. Call Program Administrator for Compliance Inspection after installing new decking and nailers, and before replacing additional decking and nailers.	608	SF	
35.0925 P1 INSTALL NEW SHINGLES ON ROOF DECKING Install 15 lb asphalt saturated felt and new 220 lb or heavier class "A" three tab fiberglass self sealing strip shingles on top of roof decking according to manufacturer's instructions. Install starter course at edges of roof. Shingles to have a 20 year limited manufacturer's warranty. Install FHA approved drip edge with a white baked on enamel finish at all fascia boards and barge rafters. Install metal flashing tucked behind siding at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least 1/2" into masonry units of chimneys. Shingle color to be selected by Owner from standard inventory colors, no special order or upgrade colors included.	6,000	SF	
35.1075 P1 INSTALL RIDGE VENT Install continuous shingle-over type ridge vent along ridge lines of roof according to manufacturer's instructions. Stop vents 18" from end of ridge line or from intersections of ridge lines. Make sure decking at ridge line is cut back at least 1" from edge of ridge pole so that a ventilation opening exists below vent.	60	LF	
35.1175 P1 INSTALL METAL FLASHING ON CHIMNEY AND CAP CHIMNEY	1		

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WITH FABRICATED METAL CAP			
Properly install galvanized metal flashing tucked securely and at least 1/2" into masonry units of chimney. Install a galvanized metal chimney cap box that fits snugly around top of chimney. Cap box to have sides that turn down on chimney 4" and are securely anchored to chimney using non-corrosive fasteners. Plane at top of chimney to be level prior to installing cap. Aluminum flashing and cap box is not permitted.			
<hr/>			
FRONT PORCH/ENTRANCE			
40.0775 P1 INSTALL NEW 4" X 4" PRESSURE TREATED WOOD POST Install a new pressure treated 4" x 4" wood porch post properly anchored to structure. Post to rest elevated above slab on a Simpson ABU44 or equal according to manufacturer's instructions. Top of post to be strapped to beam. Apply 2 coats of white solid color stain to post.	4		
<hr/>			
BATHROOM #1			
70.0150 P1 INSTALL NEW VANITY CABINET AND PLASTIC LAMINATED COUNTER TOP Field measure and install high quality bathroom vanity base cabinet built by a professional cabinet maker or cabinet manufacturer meeting ANSI A161.1 standards. Cabinet to have 3/4" Birch frames and 3/4" Birch plywood end panels. Doors to be made from Birch wood. Particleboard is not permitted. All visible wood surfaces to be protected with water resistant coating. Install a post formed plastic laminated counter top with back and end splashes. Apply a bead of mildew resistant caulk where top of splashes meet wall surfaces. Trim out splashes prior to caulking if more than 1/4" gap exists between splash and wall. Owner to select color of cabinet stain and/or paint and style of cabinet and cabinet hardware using a \$55 per foot allowance. Owner to select counter top using a \$5.50 per foot allowance. See Program Administrator for location of cabinet.	1	LF	
75.0150 P1 INSTALL A METAL BATHROOM SINK BOWL Install a new round or oval metal sink bowl that has a baked on enamel finish in the vanity cabinet. Connect water lines, drain lines and vents that are necessary for sink bowl to work properly and meet plumbing code requirements. Apply a bead of mildew resistant caulk between edge of bowl and counter top. Repair any damaged work areas with appropriate materials. Owner to select sink bowl using a \$35 allowance.	1		
75.0275 P1 INSTALL A NEW BATHROOM SINK FAUCET Install a new washerless bathroom sink faucet with pop-up valve. Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Faucet to have at least a 2 year warranty. Use Delta Model	1		

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#522 or #520 or approved equal. Owner to select faucet using a \$60 allowance.			
BATHROOM #2			
60.0850 P1 INSTALL CERAMIC TILE ON WALL AROUND TUB Prepare wall surface and install new thin set ceramic tile on wall around tub per manufacturer's instructions. Tile to be 5' above tub and terminate 2" past tub. Apply mildew resistant acrylic latex caulk at intersections with horizontal surfaces, corners and other wall surfaces. Owner to select tile color from standard inventory colors, no special order or upgrade colors included..	55	SF	
70.0150 P1 INSTALL NEW VANITY CABINET AND PLASTIC LAMINATED COUNTER TOP Field measure and install high quality bathroom vanity base cabinet built by a professional cabinet maker or cabinet manufacturer meeting ANSI A161.1 standards. Cabinet to have 3/4" Birch frames and 3/4" Birch plywood end panels. Doors to be made from Birch wood. Particleboard is not permitted. All visible wood surfaces to be protected with water resistant coating. Install a post formed plastic laminated counter top with back and end splashes. Apply a bead of mildew resistant caulk where top of splashes meet wall surfaces. Trim out splashes prior to caulking if more than 1/4" gap exists between splash and wall. Owner to select color of cabinet stain and/or paint and style of cabinet and cabinet hardware using a \$55 per foot allowance. Owner to select counter top using a \$5.50 per foot allowance. See Program Administrator for location of cabinet.	1	LF	
75.0150 P1 INSTALL A METAL BATHROOM SINK BOWL Install a new round or oval metal sink bowl that has a baked on enamel finish in the vanity cabinet. Connect water lines, drain lines and vents that are necessary for sink bowl to work properly and meet plumbing code requirements. Apply a bead of mildew resistant caulk between edge of bowl and counter top. Repair any damaged work areas with appropriate materials. Owner to select sink bowl using a \$35 allowance.	1		
75.0275 P1 INSTALL A NEW BATHROOM SINK FAUCET Install a new washerless bathroom sink faucet with pop-up valve. Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Faucet to have at least a 2 year warranty. Use Delta Model #522 or #520 or approved equal. Owner to select faucet using a \$60 allowance.	1		
BEDROOM #1			
45.0675 P1 INSTALL A NEW HOLLOW CORE DOOR AND LOCKSET IN EXISTING DOOR OPENING	1		

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<p>Install a new 1-3/8" thick hollow core pre-hung colonist door unit with paint grade jamb and 366 FJ casing and a new lockset in existing door opening. Lockset to be appropriate for type of door--privacy or passage. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using \$17 allowance. Repair and fill holes in door jamb and casing. Caulk, prime and apply two coats of high quality semi-gloss acrylic latex paint on door, jamb and casing. Owner to select lockset finish and paint color.</p>			
BEDROOM #2			
<p>45.0675 P1 INSTALL A NEW HOLLOW CORE DOOR AND LOCKSET IN EXISTING DOOR OPENING</p> <p>Install a new 1-3/8" thick hollow core pre-hung colonist door unit with paint grade jamb and 366 FJ casing and a new lockset in existing door opening. Lockset to be appropriate for type of door--privacy or passage. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using \$17 allowance. Repair and fill holes in door jamb and casing. Caulk, prime and apply two coats of high quality semi-gloss acrylic latex paint on door, jamb and casing. Owner to select lockset finish and paint color.</p>	2		
BEDROOM #3			
<p>45.0675 P1 INSTALL A NEW HOLLOW CORE DOOR AND LOCKSET IN EXISTING DOOR OPENING</p> <p>Install a new 1-3/8" thick hollow core pre-hung colonist door unit with paint grade jamb and 366 FJ casing and a new lockset in existing door opening. Lockset to be appropriate for type of door--privacy or passage. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using \$17 allowance. Repair and fill holes in door jamb and casing. Caulk, prime and apply two coats of high quality semi-gloss acrylic latex paint on door, jamb and casing. Owner to select lockset finish and paint color.</p>	2		
BEDROOM #4			
<p>45.0675 P1 INSTALL A NEW HOLLOW CORE DOOR AND LOCKSET IN EXISTING DOOR OPENING</p> <p>Install a new 1-3/8" thick hollow core pre-hung colonist door unit with paint grade jamb and 366 FJ casing and a new lockset in existing door opening. Lockset to be appropriate for type of door--privacy or passage. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using \$17 allowance. Repair and fill holes in door jamb and casing. Caulk, prime and apply two coats of high quality semi-gloss acrylic latex paint on door, jamb and casing. Owner to select lockset finish and paint color.</p>	2		

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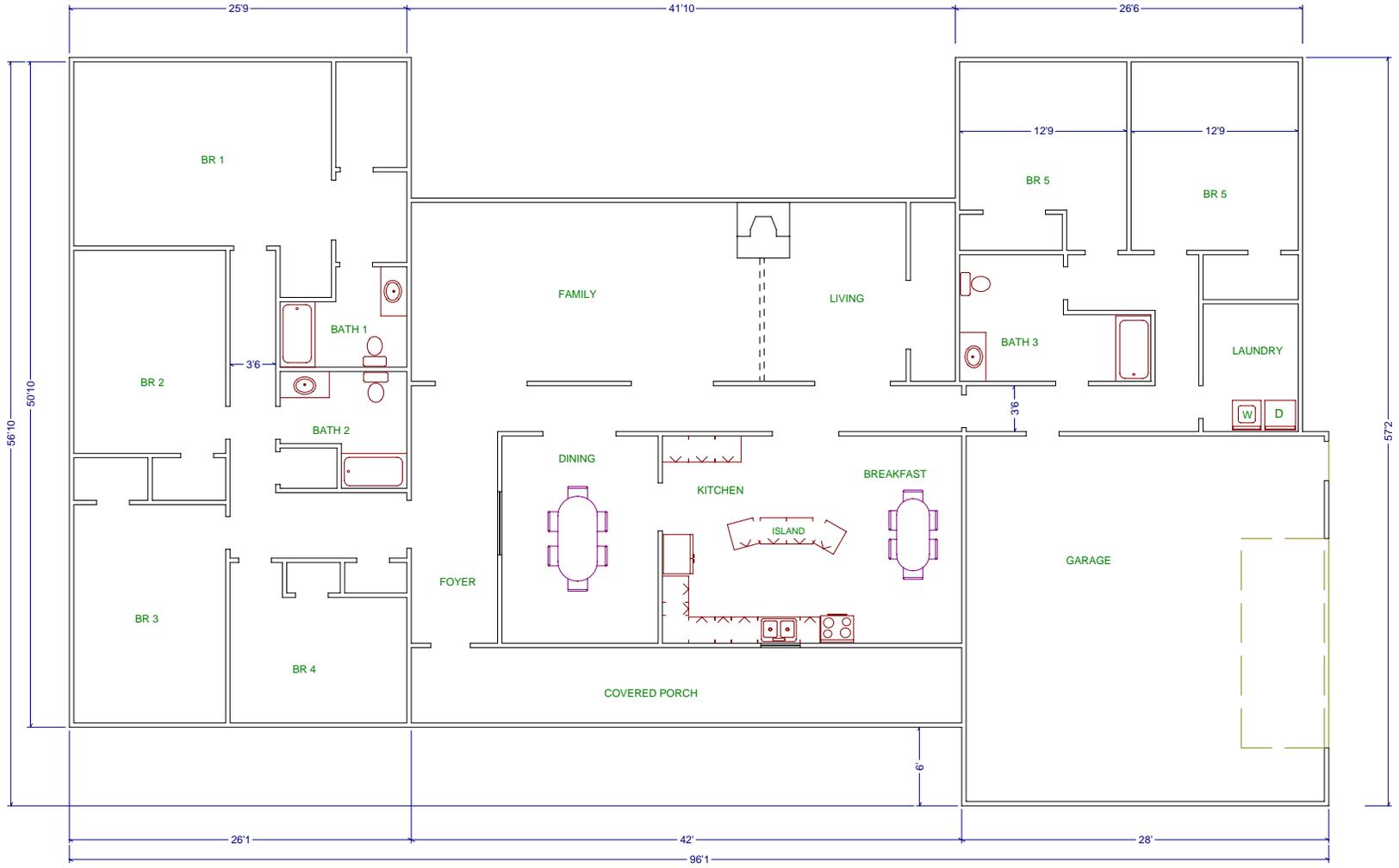
Location / Work Description	Quantity	UOM	Cost
HALLWAY			
45.0675 P1 INSTALL A NEW HOLLOW CORE DOOR AND LOCKSET IN EXISTING DOOR OPENING Install a new 1-3/8" thick hollow core pre-hung colonist door unit with paint grade jamb and 366 FJ casing and a new lockset in existing door opening. Lockset to be appropriate for type of door--privacy or passage. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using \$17 allowance. Repair and fill holes in door jamb and casing. Caulk, prime and apply two coats of high quality semi-gloss acrylic latex paint on door, jamb and casing. Owner to select lockset finish and paint color.	2		
HVAC & GAS SYSTEM			
85.0500 P1 REPLACE HEAT PUMPS Install a new replacement UL listed electric heat pumps having a minimum SEER rating of 13 and sized to properly heat and cool the house. Heat pump to have a 5 year manufacturer's warranty. Provide material necessary to connect heat pump to existing duct system. Install new thermostats. Provide electrical connections. Material and method of installation to comply with mechanical and electrical code requirements.	2	EA	

Cost Summary

Total Cost

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY



MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

Respondent: _____

All respondents, including Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), shall complete and submit this M/WBE Participation Plan with their proposal. Through submission of its bid/proposal, Respondent certifies, acknowledges and agrees that the Participation Level and the Good Faith Efforts herein designated are accurate and true; and, that the individual whose manual signature is on this submission is duly authorized on behalf of the respondent to make such certification.

For the purposes of MWBE participation on Leon County projects, the following definition applies:

“Certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE)” are firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but, those from other governmental organizations are not accepted by Leon County”

**SECTION
1 -
ASPIRATI
ONAL
TARGET
FOR
M/WBE
PARTICIPATION**

DIRECTIONS: Each respondent must designate in Section 1 its level of MWBE participation. If the aspirational targets are not met or exceeded, Section 2 must be completed if the respondent does not meet the aspirational targets. All Respondents are to list subcontractors as appropriate in Sections 3 and 4.

The aspirational target for this project is:

Aspirational Target for Construction

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE)	17% of the total anticipated contract value
Certified Women Business Enterprises (WBE)	9% of the total anticipated contract value

SECTION 2 - GOOD FAITH EFFORT

The following list of the good faith efforts criteria complies with Leon County’s Purchasing and Minority, Women, and Small Business Enterprise Policy. This criteria is used in the determination of whether a contractor has performed and documented good faith efforts. Also, the basis for rejecting a MWBE deemed unqualified or unacceptable by the Prime Contractor shall be documented and included in the respondent’s Good Faith Effort documentation.

1. Please identify **all** of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as “Good Faith” and provide documentation of **all** Good Faith Efforts completed by your firm will deem your proposal as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
 - a. Advertised for participation by M/WBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared – or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all

M/WBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied

- b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
- c. Contacted the MWSBE Division for a listing of available M/WBEs who provide the services needed for the bid or proposal.
- d. Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
- e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
- f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
- g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
- h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.

2. Prime contractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a through investigation of their capabilities. **The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation.** The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
3. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.

PARTICIPATION PLAN FORM continued on following pages.

SECTION 3 - RESPONDENT'S PROPOSED MBE PARTICIPATION

Respondent shall complete the following Table identifying each certified MBE firm they intend to use on this project. Attach additional sheets as necessary.

MBE and WBE Intended Utilization

Firm's Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm's Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm's Telephone Number	Ethnic Group² (B, A, H, N, F)	Total Dollar Amount of MWBE Participation	Type of Service to Provide
Minority and Women Business Enterprise(s)					
a.					
b.					
c.					
d.					
e.					

¹Certification – Attach and submit a copy of each MBE and WBE certification with the proposal.

²Ethnic Group – Use of the following abbreviations: (a) MBE's include: African American (B), Asian American (A), Hispanic American (H) and Native American (N) owned firms; (b) WBEs include Non-Minority Female (F) owned firms.

SECTION 4 - NON-MWBE SUBCONTRACTORS

Respondent shall complete the following Table identifying non-MBE's or WBE's subcontractors it anticipates utilizing on the project.

Non-MBE and WBE Intended Utilization				
Firm's Name	Firm's Address	Firm's Phone #	Total Dollar Amount	Type of Service to Provide
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				