



# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5302 www.leoncountyfl.gov

Purchasing Division  
2284 Miccosukee Road  
Tallahassee, Florida 32308  
(850) 606-1600

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December 10, , 2009

RE: Bid Title: Resurface Gum Road Transfer Station Tip Floor  
Bid No: BC-12-17-09-10  
Opening Date: December 17, 2009 at 2:00 PM

### ADDENDUM #2

Dear Vendor:

This letter serves as Addendum #2 for the above referenced project.

Please use the attached M/WSBE form for your bid submission.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Don Tobin, CPPB  
Purchasing Agent

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**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. Firms with MBE or WBE certification by the State of Florida or other governmental organizations are not accepted by Leon County. "

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**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. All Respondents are to list subcontractor as appropriate in Sections 3 and 4.**

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**Section 1 - Aspirational Target for M/WBE Participation** 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 96-1 which is used in the determination of whether a contractor has performed and documented good faith efforts.

Please check the appropriate box to designate those actions you have done as "Good Faith" in order to secure MWBE participation for this solicitation "Good Faith Effort" statement that applies to your firm and attach documentation of such:

- 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
- 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.
- Contacted the MWSBE Division for a listing of available M/WBEs who provide the services needed for the bid or proposal.
- Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
- Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
- Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
- 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

- Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.

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- Respondent is unable to provide a Good Faith Effort due to the structure of the firm. Please identify the reason below.  
(For Example: A Non-For- Profit Organization)

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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.

**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<br>(Requires Leon County or City of Tallahassee MWBE certification) <sup>1</sup> | Firm's Location<br>Address<br>(Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified) | Firm's Telephone Number | Ethnic Group <sup>2</sup><br>(B, A, H, N, F) | Total Dollar Amount of MBE Participation | Type of Service to Provide |
|--|---|-------------------------|--|--|----------------------------|
| <b>Minority and Women Business Enterprise(s)</b>   |   |                         |  |  |                            |
| a.   |   |                         |  |  |                            |
| b.   |   |                         |  |  |                            |
| c.   |   |                         |  |  |                            |
| d.   |   |                         |  |  |                            |
| e.   |   |                         |  |  |                            |
| f.   |   |                         |  |  |                            |

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

<sup>2</sup> Ethnic 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.

| <b>Non-MBE and WBE Intended Utilization</b> |                       |                       |                            |                                   |
|---|-----------------------|-----------------------|----------------------------|-----------------------------------|
| <b>Firm's Name</b>                          | <b>Firm's Address</b> | <b>Firm's Phone #</b> | <b>Total Dollar Amount</b> | <b>Type of Service to Provide</b> |
| a.  |                       |                       |                            |                                   |
| b.  |                       |                       |                            |                                   |
| c.  |                       |                       |                            |                                   |
| d.  |                       |                       |                            |                                   |
| e.  |                       |                       |                            |                                   |