

Contract Documents and Bid Specifications for:



Dist. 71 115 Neatherwood Dr

Prepared by

The City of Jackson Planning & Development Department

Community Improvement Division

Bid Announcement: September 5, 2024

Sealed Bids Due: October 1, 2024

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I. ADVERTISEMENT FOR BIDS

Sealed bids will be received by the City Clerk of Jackson, Mississippi, at 219 S. President Street, Jackson, Mississippi 39201 or at Post Office Box 17, Jackson, Mississippi 39205 until 3:30 PM, local time (CT), Tuesday, **October 1, 2024**, at which time they will be publicly opened and read aloud for:

The demolition and cleaning of parcel:

1. 613-80 located at 115 Neatherwood Dr.

The City of Jackson, Mississippi ("City of Jackson") is committed to cultivating and ensuring the quality of life of its citizens, through various programs, employment, initiatives, and assistance. The City encourages all persons, corporations, and/or entities doing business within the City, as well as those who seek to contract with the City on various projects and or conduct business in the City, to assist the City in achieving its goal by strongly considering City residents for employment opportunities.

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. **As a pre-condition to selection, each contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity (EBO) Plan, with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Ordinance. Failure to comply with the City's Ordinance shall disqualify a contractor, bidder or offeror from being awarded an eligible contract.** For more information on the City of Jackson's Equal Business Opportunity Program, please contact the Office of Economic Development at 601-960-1055. Copies of the ordinance, EBO Plan Applications and a copy of the program are available at 200 South President Street, Room 223, Hood Building, Jackson, Mississippi.

The City of Jackson hereby notifies all bidders that in compliance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d to 2000d-4 that all bidders will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, or disability in consideration for an award.

Contract Documents may be obtained from and/or examined at the offices of the Community Improvement Division located at 200 S. President Street, Suite 331, Jackson, Mississippi 39201. Telephone 601.960.1054. Prospective bidders may obtain copies of all materials required for bidding purposes. There is NO charge for electronic or e-mail copies. Official bid documents can be downloaded from Central Bidding at www.centralbidding.com. Electronic bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

Bid preparation will be in accordance with the Instructions to Bidders. The City reserves the right to reject any and all bids and to waive any and all irregularities in respect to any bid submitted or to accept any bid which is deemed most favorable to the City of Jackson.

by: _____

Samantha Graves, Manager

Community Improvement Division of Planning and Development

Mailing Address:

City Clerk
Post Office Box 17
Jackson, Mississippi 39205

Dates of Publication:

The Mississippi Link
September 5, 2024
September 12, 2024

Central Bidding
September 5, 2024
October 1, 2024

City of Jackson Bid Opportunities
September 5, 2024
October 1, 2024

MTAP (State transparency Website)
September 5, 2024
October 1, 2024

The Clarion Ledger
September 5, 2024
September 12, 2024

The Jackson Advocate
September 5, 2024
September 12, 2024

The Northside Sun
September 6, 2024
September 13, 2024

LaNoticia
September 11, 2024
September 18, 2024

II. INSTRUCTIONS TO BIDDERS

1. Sealed bids shall be delivered to the City Clerk of Jackson, Mississippi, at 219 S. President Street, Jackson, Mississippi 39201 or mailed to Post Office Box 17, Jackson, Mississippi 39205 until 3:30 PM, local time (CT), Tuesday, **October 1, 2024**, at which time they will be publicly opened and read aloud.
 2. The sealed bid enveloped shall be marked **Sealed Bid for DIST 71 115 Neatherwood Dr.** on the outside.
 3. Each bidder shall write their Certificate of Responsibility Number on the outside of the sealed envelope containing their proposal.
 5. Bids shall be submitted on the Official Bid Form provided with these specifications.
 6. All Bids shall be accompanied by a Bid Bond made by a bonding company registered in the State of Mississippi, drawn and made payable to the order of the City of Jackson, Mississippi, in the amount equal to five percent (5%) of the Bid. The Bid Bond must be enclosed in the same envelope with the Bid.
 7. Official Bid Form, Scope of Work, and EBO Plan shall be submitted in triplicate (the original plus 2 copies) bound/stapled separately, along with a Bid Bond in the amount of 5% of the total project, in a sealed envelope or package and deposited with the City Clerk, City Hall, Jackson, Mississippi prior to the hour and date herein designated. No bidder may withdraw his bid within 90 days after the actual date of the opening thereof.
 8. Cost of the demolition shall conform to the specifications provided.
 9. The successful Bidder shall be required to execute the standard demolition contract upon City acceptance, a copy of which is provided herein.
 10. The successful Bidder, upon City acceptance, shall provide proof of insurance, payment bond and performance bond in the amount of the contract. The date of the Bond must not be prior to the date of the Contract in connection with which it is given.
- IMPORTANT:** Surety companies executing BONDS (bid, performance or payment) must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the PROJECT is located.
11. Submitters are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.
 12. If there are any questions concerning these specifications, please contact the Community Improvement Division at 601-960-1054.

III. DEMOLITION CONTRACTORS' QUALIFICATIONS

All contractors must be licensed, bonded, and insured. Must provide a copy of state license (Must state demolition), privilege license, surety bond, and proof of insurance.

- A contractor must be registered and updated in the SAM.gov system
- DUNS & Bradstreet Number
- EIN, EFIN, SSN OR SIN #
- Privilege License
- Bid Bond

SUCCESSFUL BIDDER SHALL PROVIDE

- Certificate of Liability Insurance:
 - General Liability Insurance with maximum bodily injury coverage of not less than \$1,000,000.00 and \$1,000,000.00 per occurrence
 - Automobile Liability insurance coverage with minimum limits for injury to person or property of not less than \$25,000 per person and \$50,000.00 per occurrence
 - Pollution insurance of not less than \$500,000
 - Workman's Compensation Insurance is required for sickness, disability, or other injury of an employee arising out of and in the course of the employment
- Performance Bond
- Payment Bond
- Obtain any permits that may be required
- Certified Abatement Supervisor MUST be on site
- MUST be able to provide dump receipts for all work performed
- Access to heavy equipment necessary for efficient and safe demolition work

The City may make such investigation, as it deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the City all such information and data for this purpose as the city may request. The City reserves the right to reject any Bid if the evidence submitted by or investigation of such Bidder fails to satisfy the City that such Bidder is properly qualified to carry out the obligation of the Contract and to complete the work contemplated therein.

IV. OFFICIAL BID FORM

City of Jackson, Community Improvement

Official Bid Form

Project name Dist. 71 115 Neatherwood Dr

This is to certify that I have read the attached bidding documents completely, have inspected the sites and that the work to be furnished will meet or exceed the scope of work and specifications.

Company Name:

Authorized Signature:

Authorized Agent Name:

Authorized Agent Title:

Address:

Phone:

Email:

Date:

Bid Amount:

*** Include COR# on envelope**

***Include "Sealed Bid for DIST 71 115 Neatherwood Dr. on the outside of the envelope.**

*** Along with a Bid Bond in the amount of 5% of the total project, submit a packet including the original Bid Form, Scope of Work and EBO (See appendix B); plus 2 copies of the packet, each bound or stapled separately.**

V. SCOPE OF WORK

PROJECT LOCATION: 115 NEATHERWOOD DR

MAP PARCEL NUMBER: 613-80

CASE NUMBER: CE-24-504

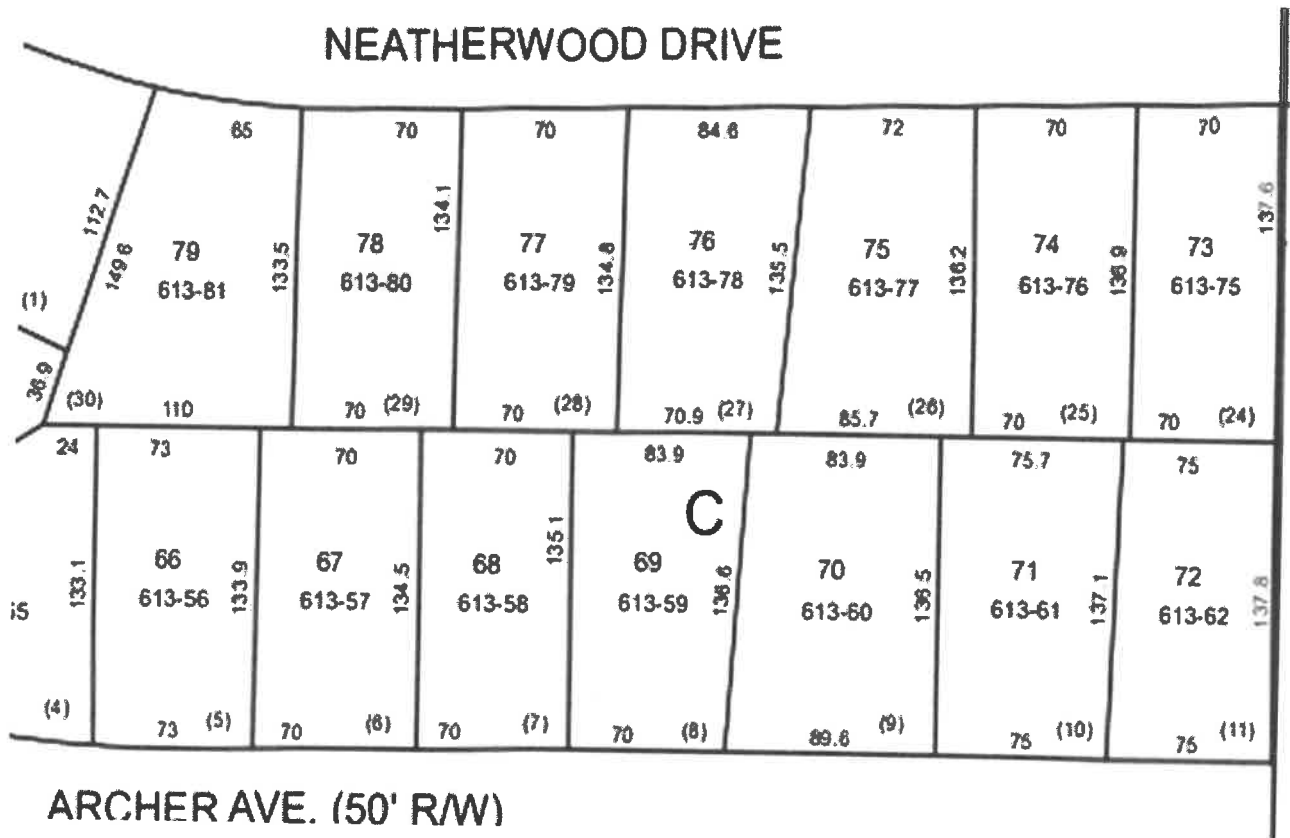


Figure 212: 613-80 Located at 115 Neatherwood Dr

SCOPE OF WORK: Demolish and remove remains of dilapidated structure(s), foundation, trash, debris, and any other items to ensure properties are clear and free of any and all health and safety hazards. Cut grass and weeds.

Bid amount \$ _____ Authorized Agent initials _____

ASBESTOS REPORTS

See Appendix A

VI. DEMOLITION SPECIFICATIONS

The Contractor shall perform the following:

1. Protection of existing adjacent structures and property.
2. Restoration of finish grade.
3. Removal from site of all excess debris.
4. Removal of all trash and refuse from site.
5. Removal of all overgrown vegetation.
6. Disconnecting, capping and sealing of existing sanitary service in accordance with instructions from the City's Director of Public Works.
7. Verify all utilities, prior to demolition, have been disconnected.

VII. STATE CONTRACTOR LICENSE REQUIREMENTS

A State Contractor License supporting demolition will be required and must be provided prior to awarding of bid

VIII. EQUAL BUSINESS OPPORTUNITY (EBO) PLAN APPLICATION

See Appendix B

Appendix A: Asbestos Reports



Environmental Analytical Services, LLC

13201 Northwest Freeway, Suite 520
Houston, Texas 77040
phone 713-343-4017 | fax 713-934-9942
www.easlabs.com | facebook.com/easlabs | info@easlabs.com

Test: EPA 600/R-93/116 Polarized Light Microscopy

Client Information:

City of Jackson
200 S President St
Jackson, MS 39201
Phone: 601-960-1054
E-Mail: mcdonaldv@city.jackson.ms.us

Project:
115 Neatherwood Drive

24-504
EAS Job: 24072313
Attn: Vincent McDonald

Date Analyzed: 07/25/2024 05:49 PM

Date Received: 07/23/2024 09:20 AM

TAT Requested: 2 Days

Microscope: PLM Labomed LX 400P

Sample # Lab ID #	Layer	Sample Description	Asbestos Detected (Yes/No)	Asbestos Mineral Percent	Non-Asbestos Fibers	Non-Fibrous Material
1 24072313.01	A	Tan/White Fibrous Texture Homogeneous	NO	None Detected	Cellulose 2%	Binders / CaCO 98%
1 24072313.01	B	Brown/White Fibrous Sheetrock Non-Homogeneous	NO	None Detected	Cellulose 30%	Gypsum 70%
2 24072313.02	A	Black Fibrous Felt Paper Homogeneous	NO	None Detected	Cellulose 60%	Adhesive 40%
3 24072313.03	A	Black Fibrous Roofing Shingle Homogeneous	NO	None Detected	Cellulose 20% Fiberglass 20%	Asphaltic Matrix 60%

NVLAP Lab Code: 200784-0
TDSHS License No. 300373
LDEQ LELAP Certificate No: 04161, Agency Interest No. 149571

Notes:
Some samples (floor tiles, surfacing, etc.) may contain fibers too small to be detectable by PLM. TEM Chemical analysis of such material is recommended in such case. All asbestos percentages are based on calibrated analytical equipment traceable to NIST standards for regulated asbestos types. Analytical percentages fall within a range of acceptable percentages, depending on the actual concentrations of asbestos. This test report relates only to the items listed. This report must not be used to claim product certification, approval, or endorsement by NVLAP, NIST, or any agency of the Federal Government. This report may not be reproduced except in full without permission from Environmental Analytical Services.

These results are submitted pursuant to EAS' current terms of use, including the company's standard warranty and limitation of liability provisions and no responsibility or liability is assumed for the manner in which the results are used or interpreted. Unless notified in writing to return the samples covered by this report, EAS will store the samples for a period of ninety (90) days before discarding. Percent ranges reported as a minimum and not absolute percent range values.

Analyzed By: 
Arthur Hernandez

Approved Signatory: 
Arthur Hernandez

24072313



13201 Northwest Freeway, Suite 520
Houston, Texas 77040
(713) 343-4017 Fax (713) 934-9942
www.easlabs.com, arthur@easlabs.com

* Job ID: 24072313



CHAIN OF CUSTODY
Bulk Sample Data

Client Name / Address: CITY OF JACKSON 200 S PRESIDENT ST JACKSON, MS 39201	Project Name: 115 Weatherwood Drive	EAS Job #: EAS Use Only
Quantity / Analysis Requested 3	Project Number 24-504	EAS PO Number: (if applicable)
Turnaround Time: 2 Hour 8 Hour 24 Hour <input checked="" type="checkbox"/> 2 Day 3 Day 5 Day (Routine) Other (Specify)		
(Note: All turnaround times are based on the date / time the sample is received by the laboratory)		

Contact: Christopher Collins Phone: 601-960-1054
 E-mail: collinschrist@city-jackson.ms.us
 Special Instructions:

#	Location	Sample Description (or see attached description)
1	Front room 10 x 15	Sheetrock
2	Exterior	Felt
3	Exterior	Roofing Shingle
STRUCTURE APPROXIMATELY: 35 x 30		

Relinquished By: Christopher Collins Date/Time:	Accepted By: [Signature] Date/Time: 11/23/24 2:40
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Appendix B: Equal Business Opportunity (EBO) Plan Application

_____ Project City
Project Number _____

CITY OF JACKSON, MISSISSIPPI

Chokwe Lumumba, Mayor

**EQUAL BUSINESS OPPORTUNITY
(EBO)
PLAN APPLICATION**

**Department of Planning and Development
Office of Economic Development**

CITY OF JACKSON, MISSISSIPPI
EQUAL BUSINESS OPPORTUNITY ORDINANCE

LEGAL NOTICE

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, every contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Ordinance. Failure to comply with the City's ordinance shall disqualify a contractor, bidder or offeror from being awarded an eligible contract.

For more information on the City of Jackson's Equal Business Opportunity Program, please contact the Office of Economic Development at 960-1611. Copies of the EBO Ordinance, EBO Plan Application, EBO Program, the MBE/FBE Directory and the MBE/FBE Certification Affidavit are available at 218 South President Street, Second Floor, Jackson, Mississippi.



(EBO FORM 6-1-00)

EQUAL BUSINESS OPPORTUNITY

SPECIAL NOTICE TO BIDDERS

POLICY

The City of Jackson is committed to the principle of non-discrimination in public contracting. Therefore, the City of Jackson requests that prospective vendors and contractors carefully examine their method of selecting subcontractors and suppliers, to ensure that they are not either actively, or passively, discriminating against MBEs and FBEs. As a bidder seeking to do business with the City of Jackson, you are expected to adhere to a policy of non-discrimination, and to make the maximum practicable effort to ensure that historically underutilized firms are given an opportunity to participate in the performance of contracts financed in whole, or in part, with city funds.

DEFINITIONS

For purposes of this policy, the following definitions will apply:

- (1) **“African American Business Enterprise (AABE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more African Americans, and certified as such by the Division of Business Development.
- (2) **“Asian American Business Enterprise (ABE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more Asian Americans, and certified as such by the Division of Business Development.
- (3) **“Hispanic Business Enterprise (HBE)”** shall mean a business that is an independent and continuing enterprise for profit performing a commercially useful function and is owned and controlled by one or more Hispanics, as defined in section 127-4 (7), and certified as such by the Division of Business Development.
- (4) **“Minority Business Enterprise (MBE)”** shall mean a business which is an independent and continuing operation for profit, performing a commercially useful function, and is owned and controlled by one or more minority group members, as defined in Sections 1, 2 and 3, which group has been determined to have suffered discrimination requiring amelioration and is certified as such by the City.
- (5) **“Female Business Enterprise (FBE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more females, and certified as such by the Division of Business Development.

OBLIGATION

The Contractor and any Subcontractor shall take all necessary and reasonable steps to ensure that MBEs and FBEs have a maximum opportunity to compete for and participate in the performance of any portion of the work included in this contract and shall not discriminate on the basis of race, color, national origin or sex. If it is determined that there is a significant underutilization of MBEs and FBEs,

the Equal Business Opportunity Officer is empowered, pursuant to section 127-8 of the Equal Business Opportunity Ordinance, to conduct an investigation to determine the reasons for the underutilization.

Revised 06/01/05, TR

GOALS

The goals for participation by MBEs and FBEs are established by the Equal Business Opportunity Ordinance of the City of Jackson. The Contractor shall exercise all necessary and reasonable steps to ensure that participation meets or exceeds the contract goals. The goals may be attained by subcontracting to, procuring materials from, and renting equipment from MBEs and FBEs. (See *Subcontractor/Supplier Participation guidelines below.*)

The Equal Business Opportunity participation goals are as follows:

PROCUREMENT CATEGORY	Asian (ABE)	African American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services	0.16	8.67	0.00	0.00	1.96
Construction	0.00	12.41	0.37	0.00	4.89
Goods & Non-Professional Services	0.04	6.78	0.02	0.00	3.03

Those portions of the contract that are proposed for MBEs and FBEs in the response to this bid shall be listed on the attached Equal Business Opportunity Plan Application.

For specific information about the Equal Business Opportunity Plan, please contact the Office of Economic Development at (601) 960-1638.

Contractors may employ AABEs, HBES, ABEs or FBEs to meet the applicable project goals through various methods, as follows:

A. Subcontractor Participation

- (i) Where a prime contractor utilizes one or more subcontractors to satisfy its equal business opportunity commitment, the prime contractor may count toward its EBO Plan only expenditures to MBE (AABE, HBE, or ABE) or FBE contractors that perform a commercially useful function in the work of the contract.
- (ii) An MBE or FBE subcontractor is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved. In determining whether an MBE or FBE subcontractor, is performing a commercially useful function, factors, including but not limited to the following, will be considered:
 - (a) the amount of work subcontracted;
 - (b) the type of prime contract;

- (c) whether the business has the skill and expertise to perform work for which it is being/has been certified;
 - (d) whether the business actually performs, manages and supervises the work for which it is being/has been certified; and
 - (e) whether the business purchases goods and/or services from a non-minority/women business enterprise and simply resells goods to the city, city contractor, or other person doing business with the city for the purpose of allowing those goods to be counted towards fulfillment of minority/women business enterprise utilization goals.
 - (f) standard industry practices.
- (iii) Consistent with standard industry practices, an MBE or FBE subcontractor may enter into second tier subcontracts. If an MBE or FBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-minority, non-female owned firm than would be expected on the basis of standard industry practices, it shall be presumed that the MBE or FBE subcontractor is not performing a commercially useful function.

B. Suppliers Participation

Where a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, in whole or in part, the MBE or FBE supplier participation may be credited towards the applicable goal as follows:

- (i) 100 percent of the contract amount for MBE or FBE suppliers who manufacture the goods supplied.
- (ii) 100 percent of the contract amount for MBE and FBE suppliers who are wholesalers warehousing the goods supplied or who are manufacturers' representatives, provided that only 25 percent of the applicable MBE or FBE goal may be attained by non-manufacturing supplier contracts to MBEs or FBEs.
- (iii) For those contracts where an extraordinarily large proportion of the contract price is for equipment or supplies, a lower project goal may be set than otherwise would be required, or the 25 percent limit for suppliers may be increased, or a combination of these two methods may be utilized.

C. Joint Ventures and Mentor-Protégé Programs

- (i) The Division of Equal Business Opportunity shall encourage, where economically feasible, establishment of joint ventures and mentor protégé programs to ensure prime contracting opportunities for African American, Hispanic, Asian American, Native American and Female Business Enterprises on all eligible projects over \$10,000,000.00. Even if the prime itself is a MBE, joint venture between prime contractors and MBEs shall be required on all projects exceeding ten million dollars (\$10,000,000.00).
- (ii) Where a contractor engages in a joint venture to satisfy its Equal Business Opportunity Commitment, the Equal Business Opportunity Officer shall review and approve all contractual agreements regarding:
 - (a) The initial capital investment of each venture partner;
 - (b) The proportional allocation of profits and losses to each venture partner;
 - (c) The sharing of the right to control the ownership and management of the joint venture;

- (d) Actual participation of the venture partners in the performance of the contract;
- (e) The method of and responsibility for accounting;
- (f) The methods by which disputes are resolved; and
- (g) Other pertinent factors of the joint venture.

On the basis of these factors, the Equal Business Opportunity Officer shall determine the degree of AABE, HBE, ABE, or FBE participation resulting from the joint venture that may be credited towards the applicable EBO goals of the project.

The bidder or offeror shall provide the Equal Business Opportunity Officer access to review all records pertaining to joint venture agreements before and after the award of a contract reasonably necessary to assess compliance with this policy.

The Equal Business Opportunity Program also encourages Mentor-Protégé programs to assist African American, Hispanic, Asian American, and Female business enterprises in financing, bonding, construction management and technical assistance. Mentor-Protégé agreements will be reviewed by the Equal Business Opportunity Officer for final approval of the following terms of each agreement:

- (a) type of technical assistance to be provided by mentor;
- (b) rights and responsibilities of each mentor and protégé contracting activity;
- (c) the specific duration of the agreement;
- (d) the amount of participation by the protégé that may be credited toward the applicable EBO goal.

EQUAL BUSINESS OPPORTUNITY PLAN

In accordance with Section 127-13(1) of the City of Jackson's Equal Opportunity Ordinance, each contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity Plan with bid submission. Such plan should be titled "Equal Business Opportunity Plan (EBO Plan)" and should include the following:

- A. Names, addresses and contact persons of each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise to be used in the contract.
- B. The type of work or service each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise will perform.
- C. The dollar value of the work or service to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.
- D. Scope of the work to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.

Waiver

If the EBO Plan does not meet the project goals, the bidder or offeror must seek a partial or total waiver of the project goals. The application for waiver of all or part of the project goals must include full documentary evidence of the bidders or offerors good faith efforts (*see EBO Plan Application*) to meet the project goals and why the request for waiver should be granted. The application shall be in writing and submitted as a part of the bid or offer. It should include a narrative, affidavits and/or exhibits which verify the actions taken by the bidder or offeror to meet the goals.

Replacement

If a MBE/FBE Subcontractor cannot perform satisfactorily, the Contractor shall take all necessary reasonable steps to replace the Subcontractor with another MBE/FBE Contractor. All MBE/FBE replacements must be approved by the EBO Review Committee and the Department.

To demonstrate necessary reasonable efforts to replace any Subcontractor that is unable to perform successfully, the Contractor must document steps taken to subcontract with another MBE/FBE Contractor.

Revised 06/01/05, TR

CITY OF JACKSON, MISSISSIPPI
EQUAL BUSINESS OPPORTUNITY PLAN
APPLICATION

I. **Company Name:** _____
Address: _____
City: _____ **State:** _____ **ZIP Code:** _____
Telephone: (_____) _____
E-mail: _____

II. **Bid Name and Number:** _____

III. **PROPOSED MINORITY AND/OR FEMALE SUBCONTRACTORS: (SEE ATTACHMENTS)**
If a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, all MBE or FBE supplier participation will be credited in accordance to Section 127-13-1(B) of the EBO Ordinance.

IV. **Total Bid Amount:** \$ _____

V. **WAIVER REQUESTED ...** *(If you fail to meet either or all of the EBO Participation Goals, check this box and follow the directions below to provide the required WAIVER STATEMENT*)*

*** The bidder/offeror shall provide the following as evidence of its good faith efforts and will be evaluated on the same:**

- (a) **Copies of written notification to MBEs and FBEs soliciting their participation as a subcontractor.**
- (b) **Evidence of efforts made to divide the work into economically feasible units in order to increase the likelihood of meeting the EBO participation goals.**
- (c) **Evidence of efforts made to negotiate with MBEs and/or FBEs, including, at a minimum:**
 - 1. **The names, addresses, and telephone numbers of the MBE and FBEs who were contacted.**
 - 2. **A description of the information provided to MBEs and FBEs regarding the plans and specifications for portions of the work to be performed.**
 - 3. **A statement of reasons why additional agreements with MBEs and FBEs, if needed to meet the stated goals, were not reached.**

4. Evidence of efforts made to assist the MBEs and FBEs contacted who need assistance in obtaining bonding and insurance which the bidder or offeror requires.
5. For each MBE and FBE contacted which the bidder or offeror considered to be not qualified, include a written statement of the reasons for the bidder's or offeror's conclusion.
6. Written quotes solicited from all MBEs and FBEs seeking subcontract work with Prime Contractors at the time of the bidding.
7. A statement with supporting documentation and affidavits indicating whether the offeror has used MBEs and/or FBEs as joint venture partners or subcontractors in past or present private sector contracts in Jackson.

VI. Minority and Female Business Enterprise Actual Participation for this Bid/Offer/Proposal:

(Please list your MBE and FBE Project Participation percentages (%) in the Table below.)*

PROCUREMENT CATEGORY	Asian (ABE)	African American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services					
Construction					
Goods & Non-Professional Services					

VII. CERTIFICATION

I certify, under penalties of perjury, that the information contained in this Equal Business Opportunity Plan Application is true and accurate to the best of my knowledge, and that my company fully intends to utilize all MBEs and FBEs listed if awarded the proposed project and/or service.

Authorized Signature and Title

Date

PRINT "AUTHORIZED" NAME HERE: _____

EQUAL BUSINESS OPPORTUNITY PLAN APPLICATION -- ATTACHMENT
Proposed Minority/Female Business Enterprise Firms

Company Name: _____ **Type Trade/Business:** _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

- _____ Female (FBE)
- _____ African-American (AABE)
- _____ Asian (ABE)
- _____ Hispanic (HBE)
- _____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor	_____ Supplier
_____ Joint Venture	_____ Mentor-Protégé

Type Work or Service to be Performed:

Scope of Work to be Performed:

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

- _____ Female (FBE)
- _____ African-American (AABE)
- _____ Asian (ABE)
- _____ Hispanic (HBE)
- _____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor	_____ Supplier
_____ Joint Venture	_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %



Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

- _____ Female (FBE)
- _____ African-American (AABE)
- _____ Asian (ABE)
- _____ Hispanic (HBE)
- _____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Revised 06/01/05, TR

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

- _____ Female (FBE)
- _____ African-American (AABE)
- _____ Asian (ABE)
- _____ Hispanic (HBE)
- _____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor	_____ Supplier
_____ Joint Venture	_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

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Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor	_____ Supplier
_____ Joint Venture	_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

EBO PLAN APPLICATION CHECKLIST

To ensure that your Equal Business Opportunity (EBO) Plan Application is complete, please check each of the items below:

Waiver Requests

- If you cannot meet the EBO Participation Goals, you have checked that you are requesting a waiver.
- Your Waiver Statement is on your business letterhead and includes a clear and valid explanation of why the waiver is requested.
- If you have attempted to contact, but have not reached minority contractors for your proposed project, you have identified the "good faith efforts" outlined in the EBO Plan Application.

Proposed Minority Contractors

- If you are a minority primary contractor, your business is not also listed as one of the subcontractors for the project.
- The minority contractor(s) that you list is/are currently certified with the City of Jackson and in accordance with the executive order. (Contact the Business Development Division at (601)960-1055 to check the status of your proposed minority contractors.)
- Under each proposed MBE/FBE firm, only one minority business type is checked (for example, you have chosen FBE or AABE, but not both).

MBE/FBE Project Participation

- Your listed MBE/FBE will perform a commercially useful function (a distinct element of work that will be performed, managed and supervised).
- You have provided detail for both the type and scope of work the minority contractor will perform.
- Your MBE/FBE dollar value of the work to be performed is accurate.
- Your total percentages for MBE/FBE participation are included and accurate.

For more information contact:
The EBO Division, City of Jackson
601-960-1611