

Department of Administration



200 South President Street
Post Office Box 17
Jackson, Mississippi 39205-0017

February 28, 2024

NOTICE TO DEALERS IN ARMED SECURITY SERVICE GUARD:

Sealed, signed bids are invited and will be received by the City of Jackson, Mississippi, until 3:30 P.M. in the City Clerk's Office, the bid must be stamped in by 3:30 P.M. Tuesday, March 19, 2024, at which time said bids will be publicly opened at the City Hall for the following:

99046-031924 36-Months of Armed Security Service Guard

See attached Specifications/Descriptions

For additional information regarding specifications, contact: Chiquita Williams, Department of Administration, (601) 960-2062.

The City of Jackson is committed to the principle of non-discrimination in Public Purchasing. It is the policy of the City of Jackson to promote full and equal business opportunities for all persons doing business with the City. As a pre-condition to selection, each contractor, bidder or offer shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application, with each bid submission, in accordance with the provisions set forth by authority of the City of Jackson's EBO Ordinance. Failure to comply with the City's EBO Ordinance shall disqualify a contractor, bidder or offer, from being awarded an eligible contract. For more information on the City EBO Program, please contact the Office of Economic Development at 960-1638. Copies of the EBO Ordinance, EBO Plan Application and a copy of the EBO Program are available with the Office of Economic Development at 218 South President Street, Second Floor, Jackson, Mississippi.

Bid Package with specifications may be secured from The Purchasing Division; Warren Hood Building, 200 S. President St., Room 604, Jackson, MS 39201, (601) 960-1025.

GENERAL BID CONDITIONS:

ALL VENDORS ARE URGED TO READ AND UNDERSTAND THESE CONDITIONS PRIOR TO SUBMITTING A BID.


1. **Three (3) copies are required** of your proposal form and any information you submit with your bid (research data sheets, booklets, pamphlets, etc.) **One (1) original and two (2) copies are required of all information being submitted or your bid will be considered non-responsive.**
2. **The instruction and specification sections, (or pages), are yours' to keep, and should not be returned with your Bid Forms unless, there is information to be filled in regarding the warrantee or a detail check off list regarding equipment.**

3. **Proposal Forms must be legibly handwritten or typed, if not, they will be considered non-responsive. Errors or corrections must be crossed out and changes must be printed in ink or typewritten. All changes must be initialed in ink by the representative submitting the bid.**
4. In case of error in the extension of prices in the bid, the unit price will govern. No bid shall be altered or amended after the specified time for bid opening.
5. Do not submit prices for more than one product, or the same product per item. Alternate bids not acceptable; unless submitted in a separate sealed envelope. Alternate bids may be submitted but not necessarily acceptable by the City. The City reserves the right to determine whether an alternative being offered is equivalent to and meets the standard or the specifications. All bids submitted must be on the bid proposal forms furnished by the City or copies thereof otherwise it will not be considered.
6. **Any bid received with limiting or conditional requirements will automatically be deemed non-responsive.**
Examples:
 1. All or none
 2. All items must be ordered at the same time.
 3. Specified amount to be ordered.
7. **Manufacturer name and model must be stated for each item. Any item without this information will not be considered.**
8. **The entire pricing section and any required documents, must be returned even if you are bidding on only one section. (Example: Bids having more than one bid pricing section or page.)**
9. Facsimile transmissions will not be accepted.
10. Bid openings will be conducted and open to the public. However, they will serve only for the opening, and reading of the bid price.
11. **Please submit your signed bid in a sealed envelope addressed to: Purchasing Division Manger, P. O. Box 17, Jackson, MS 39205 or deliver to the Warren Hood Building, 200 South President Street, Room 604, Jackson, MS 39201 until 3:00 P.M. afterward they may be delivered to The City Clerk's Office located in City Hall.**
- *12. **Note the following on the outside of your routing envelope: "Bid No. 99046-031924; to be opened February 26, 2024.**
13. All one-time bid awards must be valid for a minimum of 60 days from bid opening date. All term bids must be valid for the duration of the terms defined in the proposal for each particular bid. Vendors may not withdraw a bid prior to the end of 60 days, or the stated terms of said bid. Vendors who do not comply with this requirement shall be considered non-responsive.
14. **SALES TAX AND FEDERAL EXCISE TAX AREA NOT TO BE INCLUDED IN ANY BID PRICE. THE CITY OF JACKSON ASSUMES NO TAX LIABILITY.**

15. **Bidding by City employees is prohibited. It is hereby declared unlawful for any city official to bid on, or sell, or offer for sale, any merchandise services, equipment or material, or similar commodity to the City of Jackson during the tenure of his or her employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the City of Jackson.**
16. If you are **submitting a no bid**, return only the Proposal Form with your name, address and a notation stating no bid stamped or written on it.
17. **The City of Jackson reserves the right to waive any general condition, special conditions or minor specification deviation when considered to be in the best interest of the City of Jackson, so long as such waiver is not given so as to deliberately favor any single vendor and would have the same effect on all vendors.**

The City reserves the right to reject any and all bids. The City also reserves the right to waive any and all informalities in respect to any bid submitted. Bid awards will be made to the lowest and best bidder quoting the lowest net price in accordance with specifications. The award could be according to lowest cost per item; or to the lowest total cost for all items; or to accept all or part of any proposal. **Delivery time may be considered when evaluating the bid proposal.** In those cases, where it is known prior to advertising that the City's intention is to award according to the lowest total cost for all items, or in some variation thereof, statements to this affect will be included on the proposal form. Absence of such statements means the City will make that determination during the bid tabulation.

CITY OF JACKSON, MISSISSIPPI


Monica Oliver, Manager
Purchasing Division

MO.
99046

CITY OF JACKSON, MISSISSIPPI
PROPOSAL FORM

PLEASE RETURN THIS SECTION IN ITS ENTIRETY

NOTICE TO BIDDERS:

FOR DELIVERY OR MAILING INSTRUCTIONS:

1. Submit one (1) original and two (2) copies of your Bid Package.

2. MAILING ADDRESS:

Purchasing Division Manager
Post Office Box 17,
Jackson, MS 39205

3. DELIVERY ADDRESS:

Warren Hood Building
200 South President St., Room 604
Jackson, MS 39201

4. Central bidding

www.centralbidding.com

*5. Note the following on the outside of your envelope:
"Bid No. 99046-031924; to be opened on March 19, 2024

In accordance with your Notice of February 28, & March 7, 2024 I bid as follows:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE PER HOUR</u>
1.	Armed Security Service Guard on a per hour basis for a 36-month period at various locations and various work skills, (per specifications).	\$ _____

The above will comply with the specifications included in the Notice to Dealers, with any and all exceptions noted in a separate document.

Do not submit prices for more than one product, or the same product per item. Alternate bids not acceptable; unless submitted in a separate sealed envelope.

This bid must be valid for 60 days after bid opening. If this bid is good for longer than 60 days, then state how long this bid is good for _____.

The above will be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within _____ days after receipt of your purchase order.

**SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN ABOVE PRICE.
THE CITY OF JACKSON ASSUMES NO TAX LIABILITY**

BID SUBMITTED BY:

**Complete Name
of Bidder**

**Mailing
Address**

City _____ State _____ Zip Code _____

Physical Address, Principal Place of Business (Type or Print) _____

City _____ State _____ Zip Code _____

Name of Person Submitting Proposal (Type or Print)

Signature of Person Submitting Proposal _____
(Required)

Date _____, 2024

E-Mail Address:

Telephone No.: _____ / _____

Fax No.:

****The (EBO) Application form must be completed by all vendors and returned with ALL bids. Mr. Vic Sexton, is available at, (601) 960-1055 to assist you with any questions you may have in preparing the EBO Application.**

SPECIFICATIONS FOR BID #99046-031924 Armed Security Guard Services

THE GUARD SERVICES COMPANY REQUIREMENT

All companies submitting a proposal on the RFP must have the proper license to operate such a business and be registered to do business in the State of Mississippi. The armed security guards to be utilized under this contract must possess the training and skills needed to ensure safety and protect the various assets of the City of Jackson. Training must have been in a real world demonstration and actual situations for security guards with training and skills are needed to ensure safety and protect assets.

- A. The hourly rate shall include security guard services as scheduled by various departments within the City. The department/division shall provide specific information regarding the premises being guarded as well as access to the specific areas being protected.
- B. During the term of the agreed upon contract, should the Federal minimum wage requirements be adjusted, the vendor shall have the right to adjust their hourly rate to reflect the increase at the same rate as prescribed in the Federal Minimum Wage Law.
- C. All vendors must have four (4) or more years of experience in the security contracting business. The successful proposal vendor must provide a minimum of four (4) client references for which services have been provided for a minimum of two (2) years; no relatives. The list must be included with RFP along with a contact person and telephone number.

THE MINIMUM REQUIREMENTS FOR THE SECURITY GUARDS BEING USED

- The applicant used must be at least 18 years of age for use as an unarmed security guard.
- The applicant used for armed security guards must be at least 21 years of age and have received firearm training and be able to recertify at the firearm training academy.
- The applicant must have a High School Diploma or G.E.D.
- The applicant must be legally and mentally competent and be of good moral character (**No diagnosed mental illness**).
- The applicant must not have a disability which would prevent performance duties.

- The applicant must not have any felony or criminal convictions and be free of convictions including probation for five (5) years for serious crimes or crimes involving firearms, shoplifting or violence.
- The applicant must pass a drug screening test.
- The applicant must be a citizen of the United States or registered resident alien.
- Armed Security Guards must pass the City firearm training.
- All certified guards certified to carry a firearm must include a copy with the proposal.
- A list of all security guards to be used under this contract must be provided with this proposal.
- Retired Police Officers or current Police Officers may be used for security guards provided they also have not been convicted of a felony conviction and be free of convictions including probation for five (5) years for a serious crime or those involving firearms, shop-lifting or violence.
- All guards shall meet the standards in appearance. Employees' appearance will be neat, well groomed, and present a professional image. No visible tattoos (gang affiliated), racial, ethnic, or religious discrimination brands.

D. The vendor shall provide armed security personnel to the City of Jackson that have previous security and/or police training. The City shall require documentation to verify such personnel training have been accomplished. All personnel must possess and maintain a current State of Mississippi Drivers License; and other license or permits required to perform security duties as they are related to this contract. In addition, all guards must provide proof that within the past twelve (12) months they have qualified with the firearm being used on duty and later qualify under this contract.

E. The vendor shall be responsible for the screening of all potential security personnel who may be used in providing security services during the terms of this contract agreement. However, information concerning background checks, drug testing and employment references must be provided to the City for each candidate prior to their access to City properties. The City shall have the opportunity to interview, accept or reject any candidate provided by the Vendor.

MATERIAL AND SUPPLIES

A. The vendor shall provide all personnel with appropriate uniforms, firearms, ammunition or any supplies required to perform security duties. All security working for the City shall be in uniform at all times while on duty for the City.

- B. The City shall provide access to any door, gate or area described by the user department under the terms in this proposal for which the vendor is responsible for security.
- C. No Guard is to have at any time, guest while on duty, no friends, spouse, children or any other unauthorized guest.

EXECUTION OF CONTRACT

- A. The security personnel shall have the following responsibilities:
 - 1. Arrive at least ten (10) minutes before shift is to commence. Being punctual is critical to satisfactory performance and to insure that any area being secured under contract is continually protected.
 - 2. Security personnel shall remain on post until such time that backup or next shift arrives, even if it means the personnel on duty must contact his/her supervisor to get someone in place before the current security is relieved of duty.
 - 3. Obey all rules and regulations required by the user department and within the definitions prescribed under the contract.
 - 4. Know that shifts may change due to personnel taking vacation and/or sick leave. When possible, a one-week notice should be provided prior to shift change.
 - 5. Be on duty at all times during the assigned shifts.
 - 6. Make appropriate routine patrols of the assigned area, especially in more vulnerable areas where needed.
 - 7. If at any time the assigned staff person is caught sleeping, the company will be required to replace that individual and not use them again on any City of Jackson shifts.
 - 8. Service must be available with a minimum twenty-four (24) hour notice.
 - 9. No outside visitors will be allowed on the property being secured or guarded by the security guard while on duty.

- 10.** Continuous texting or use of a cell phone should not interfere with securing the City properly. If this is ever found to be the case, then the City has a right to request this security guard not to be assigned to the City services again.
- 11.** The City will not be responsible for any subcontracting of security guards.
- 12.** If your company submits a RFP to the City, please be ready with a copy of the required background documents on the security guards to be assigned to the City.
- 13.** Consumption of any alcohol while on the job, if found to be the case, will not be tolerated and time served shall not be paid for and when reporting for duty must not be intoxicated.
- 14.** All security guards must be neat and clean in personal appearance and always wear a cleaned, pressed and complete uniform and remain in full uniform while on duty which includes their weapon.
- 15.** The contractor must provide professional security officers. There cannot be any flirting or fraternizing with personnel or any person on the site.

CITY OF JACKSON, MISSISSIPPI

**Chokwe Antar Lumumba
Mayor**

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

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

Revised,

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 of the Office of Economic Development at 960-1638. 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, and 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.

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*s 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*s 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 \$10,000.00. 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 bidder*s or offeror*s 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.

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: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

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

Contact Person: _____

Telephone Number: _____

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: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

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

Contact Person: _____

Telephone Number: _____

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: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

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

Contact Person: _____

Telephone Number: _____

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: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

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

Contact Person: _____

Telephone Number: _____

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: _____

Type Minority Business (MBE/FBE):

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

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

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: _____

Type Minority Business (MBE/FBE):

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

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

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: _____

Type Minority Business (MBE/FBE):

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

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

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: _____

Type Minority Business (MBE/FBE):

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

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

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: _____ %