

## Invitation To RE-Bid

Sealed re-bids will be received at this office until 3:00 p.m., Tuesday, August 29, 2006.

Re-Bid Item #06-105A                      Yard/Plant Manual Butterfly Valves for Augusta Utilities Department

Re-Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Gerri A. Sams  
Procurement Department  
530 Greene Street - Room 605  
Augusta, Georgia 30911  
706-821-2422

Re-Bid documents may be examined at the office of the Augusta, GA Procurement Department, 530 Greene Street – Room 605, Augusta, GA 30911. Plans and specifications for the project can be made available upon request to Augusta Blue Print. The fees for the plans and specifications which are non-refundable are as follows:

Re-Bid Item #06-105A                      Yard/Plant Manual Butterfly Valves                      \$30.00

Documents may also be examined during regular business hours at the Augusta Builders Exchange, 1262 Merry Street, Augusta, GA 30904; F. W. Dodge Plan Room, 1281 Broad Street, Augusta, GA 30901. It is the wish of the Owner that all businesses are given the opportunity to submit on this project. To facilitate this policy, the Owner is providing the opportunity to view plans online ([www.augustablue.com](http://www.augustablue.com)) at no charge through Augusta Blueprint (706-722-6488) beginning Thursday, July 6, 2006. Bidders are cautioned that submitting a package without review or Procurement of a complete set are likely to overlook issues of construction phasing, delivery of goods or services, or coordination with other work that is material to the successful completion of the project. Bidders are cautioned that sequestration of documents through any other source is not advisable. Acquisition of documents from unauthorized sources places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

**The last day to submit questions is Tuesday, August 8, 2006 by 4:00 p.m. No Bid will be accepted by fax, all must be received by mail or hand delivered.**

It is the wish of the Owner that minority businesses are given the opportunity to submit on the various parts of the work. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provide ample opportunity for business growth and development.

No Bid may be withdrawn for a period of **90** days after time has been called on the date of opening. **One (1) original and six (6) copies of the bid is required to be submitted.**

Bidders will please note that the number of copies requested; all supporting documents including financial statements and references and such other attachments that may be required by the bid are material conditions of the package. Any package found incomplete or submitted late shall be rejected by the Procurement Office. Any bidder allegedly contending that he/she has been improperly disqualified from bidding due to an incomplete bid submission shall have the right to appeal to the appropriate committee of the Augusta Commission. Please mark Bid number on the outside of the envelope.

Bidders are cautioned that sequestration of Bid documents through any source other than the office of the Procurement Department is not advisable. Acquisition of Bid documents from unauthorized sources places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Augusta has a Link Deposit program designed to provide loans to eligible local Small, Minority and Women Owned Businesses. For more information about this program contact the Office of the Disadvantage Business Enterprise @ 706-821-2406

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle                      July 6, 13, 20, 27, 2006  
Augusta Focus                              July 13, 2006

cc:            Tameka Allen                      Interim Deputy Administrator  
                 Max Hicks                        Utilities Department  
                 Wes Byne                            Utilities Department  
                 Yvonne Gentry                    DBE Coordinator



**EMPLOYEE CONFLICT OF INTEREST:**

It shall be unethical for any City of Augusta business or participant directly or indirectly in a procurement contract when the employee or official knows that:

- (a) the employee or official or any member of the employee's or official's immediate family has a substantial interest or financial interest pertaining to the procurement contract, except that the purchase of goods and services from businesses which a member of the Commission or other City of Augusta employee has a financial interest is authorized as per O.C.G.A. 36-1-14, or the procurement contract is awarded pursuant to O.C.G.A. 45-10-22 and 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. 45-10-25;
- (b) Any other person, business, or organization with whom the employee or official of any member of an employee's or officials immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

Any employee or official or any member of an employee's or official immediate family who holds a substantial interest or financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that substantial interest or financial interest.

I, (vendor) \_\_\_\_\_ have read and understand the information contained in the bid specifications.

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Phone #: (    ) \_\_\_\_\_ Fax #    (    ) \_\_\_\_\_

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

Bid Item Number and Name: \_\_\_\_\_

**THIS FROM MUST BE SUBMITTED WITH RFQ PACKAGE. NO EXCEPTION(S) WILL BE GRANTED**



**Certification Statement  
Local Vendor Preference**

I certify that my company meets all of the following qualifications to be eligible for the local vendor preference:

- (1) That my company has a fixed office or distribution point located in and having a street address within Augusta for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by Augusta; and
- (2) That my company holds any business license required by the Augusta Richmond County Code for at least 6 months
- (3) That my company employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Augusta, or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Augusta.
- (4) Attached is a copy of my Augusta Business License.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business License Number \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Notary Public for the State of \_\_\_\_\_ My Commission Expires \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

**VENDOR DO NOT COMPLETE**

To be completed by Authorized City Representative from Business License & Inspection Department:

Vendor Certified: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature

*This form **MUST** be submitted with bid package. **NO Exception(s)** will be granted*

## SEALED BIDS SELECTION METHOD

A method for submitting a bid to perform work on a proposed contract. In general, each party interested submits a bid in a sealed envelope, and all such bids are opened at the same time and the most favorable responsible bid is accepted.

**Conditions for use.** All contracts of Augusta-Richmond County shall be awarded by competitive sealed bidding except as otherwise provided elsewhere in this article (see § 1-10-45 - Sealed Proposals; 1-10-46 - Professional Services; 1-10-47 - Quotations; 1-10-49 - Sole Source Procurement; and 1-10-50 - Emergency Procurements, of this chapter).

**Invitation for bids and specifications.** An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement.

**Pre-bid conference and addendum.** A conference to be conducted by the Procurement Director and using agency head, if appropriate, hearing will be scheduled at least five (5) working days before receipt of bids. While the pre-bid conference is not a requirement, it is strongly recommended and widely used to further acquaint interested bidders with the bid requirements and items to be purchased and vendor input. Any substantive changes to specifications resulting from the pre-bid conference or other vendor/contractor sessions shall be documented in an addendum and communicated to all bidders registered for the procurement action.

**Bid opening.** Sealed Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the public notice and invitation for bids. The amount of each bid, and such other relevant information as the Procurement Director deems appropriate, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection in accordance with § 1-10-5 (Public Access to Procurement Information).

**Bid acceptance and bid evaluation.** Provided that the bids are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids, the bids shall be conditionally accepted without alteration or correction pending evaluation. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include bidder responsiveness, capability and past performance, and criteria to determine acceptability such as inspection, testing, quality workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objective and clearly measurable, including but not limited to discounts, transportation costs, and total or life cycle costs. The main advantage of using life-cycle costing is that both initial costs and related costs for the life of the item are considered. When the criterion for awarding the contract is based on lowest responsive bidder, it may mean that the contract specifications are just minimally complied with. Selecting of the lowest bidder could result in a higher incidence of maintenance, and down-time could eat up any savings made if the Procurement process considers only the initial cost. Under no circumstance will any bid be accepted by fax or email. All bids must be labeled and received in the Procurement office by the due date and time. There will be no exceptions made for any late, lost by the post office or express carrier, or misdirected submittals.

Please be aware that vendors shall be removed from the vendor list for the following reasons:

- (1) Declining to offer bids for the period of time listed in specifications.
- (2) Suspension for the following shall not be for less than three (3) months or more than three (3) years:
  - (a) Failing to satisfactorily meet terms, agreements, or contracts made with the Procurement department or the using agency.

- (b) Being convicted of criminal offenses in obtaining contracts or convicted of embezzlement, violation of state or federal anti-trust statutes, or any other crime which indicates a lack of business integrity or honesty.
- (c) Violating contract provisions or failing to perform without good cause or any other cause which the Procurement Director deems to be so serious as to affect the responsibility of a contractor, including disbarment or suspension from a vendor list by another government entity.

### **PREFERENCE FOR LOCAL SUPPLIERS AND CONTRACTORS**

(a) Augusta encourages the use of local suppliers of goods, services and construction products whenever possible. Augusta also vigorously supports the advantages of an open competitive market place. Nothing in this Section shall be interpreted to mean that the City Administrator or Purchasing Director is restricted in any way from seeking formal bids or proposals from outside the Augusta market area.

(b) When the quotation or informal bids selection method is used by the Purchasing Director or using agency head to seek firms to quote on Augusta commodity, service and construction products, local firms should be contacted, if possible, first. Then if the Purchasing Director or using agency head believes that there may not be at least three qualified informal bidders, quotes shall be sought from outside the Augusta market area.

(c) In the event of a tie of bid (see 1-10-43 (h)), when all other factors are equal, the City Administrator is encouraged to select the bid from within the local market area. The City Administrator shall retain the flexibility to make the award of contract to a bidder outside of the local market area if evidence supports collusive bidding in favor of a local source.

(d) The local vendor preference policy shall be applied when the lowest local bidder is within 5% or \$10,000, whichever is less, of the lowest non-local bidder. The lowest local bidder will be allowed to match the bid of the lowest non-local bidder; if matched, the lowest local bidder will be awarded the contract.

For purposes of this section, "local bidder" shall mean a business which:

- 1) Has had a fixed office or distribution point located in and having a street address within Augusta for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by Augusta; and
- 2) Holds any business license required by the Augusta-Richmond County Code and
- 3) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Augusta, or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Augusta.

### **BACKGROUND INFORMATION ON VENDORS.**

The Department Head and/or the Administrator is directed to provide the bid amount as submitted, information concerning the vendor's previous performance, the service and quality of the products offered, the availability of the goods and services when needed, adherence to delivery schedules, and other criteria pertinent to that particular item, on vendors who have submitted bids, proposals, or contracts for the Commission's consideration. The information is to be included in the backup documents for the Commission's consideration in awarding the contract.

### **INSPECTION OF PURCHASES.**

The Procurement agent in conjunction with the using agency or department head shall inspect, or supervise the inspection of, all deliveries of materials, supplies or contractual services to determine their conformance with the specifications set forth in the pertinent purchase order or contract. The Procurement agent may require chemical and physical tests of samples submitted with bids and samples of deliveries, which examinations are necessary to determine quality of the samples and conformance with specifications.

***Letting the contract.*** The contract shall be awarded or let in accordance with procedures set forth herein. Award shall occur with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids.

In addition to price and other material factors, the Procurement Director, in consultation with the using agency, shall consider the following in the context of award recommendations:

- (1) The ability, capacity, and skill of the bidder to perform, the contract or provide the services required,
- (2) The capability of the bidder to perform the contract or provide the service promptly, or within the time specified, without delay or interference,
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the bidder,
- (4) The quality of performance on previous contracts,
- (5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services,
- (6) The sufficiency of the financial resources of the bidder relating to his ability to perform the contract,
- (7) The quality, availability, and adaptability of the supplies or services to the particular use required,
- (8) The number and scope of conditions attached to the bid by the bidder, and
- (9) Service availability may be considered in determining the most responsible bid, and the bidders shall be required to submit information concerning their ability to service and maintain the product of the equipment.

***Award to other than low bidder.*** When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the purchase order or other contract elsewhere shall be prepared and signed by the Procurement Director and/or Administrator and made part of the record file for audit proposes.

It is the wish of the Owner that minority businesses are given the opportunity to BID on the various parts of the work. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provide ample opportunity for business growth and development.

**The Disadvantaged Business Enterprise Language for Bids has been included. Please note that the DBE forms are required to be completed and included as part of your bid.**

## **Disadvantaged Business Enterprise Language for Bids**

### **Policy and Evaluation**

It is an official policy of the Augusta-Richmond County Commission, other Augusta-Richmond officials, and employees, that all necessary and reasonable steps shall be taken to ensure that disadvantaged business enterprises including small business enterprises have the maximum opportunity to compete for and participate in all contracts and subcontracts. Further, the Augusta-Richmond County Commission has the option to establish incentives to promote business opportunities covered by Augusta-Richmond County Code § 1-10-61.

To implement this policy, Augusta-Richmond County encourages minority participation through subcontracting, joint ventures, or other methods in contracting for services. In order to expedite the evaluation process, we have attached the Checklist for Good Faith Efforts, Proposed Disadvantaged Business Enterprise Participation, and Letter of Intent to Perform forms. The bidder should complete the Proposed DBE Participation Form, indicating the percentage of participation for this proposal. The completed form must accompany the proposal. Augusta-Richmond County's office of Disadvantaged Business Enterprise (DBE) is available at (706) 826-1325 as a resource in identifying local Disadvantaged Business Enterprises (M/WBEs and SBEs).

### **Section I - Definition**

**Minority Person** – A United States citizen or permanent resident alien (as defined by the Immigration and Naturalization Service) of the United States, who is Asian, Black, Hispanic, Native American, or female, also one who is economically and socially disadvantaged.

**Disadvantaged Business Enterprise - (M/WBE and SBE)** - A business which is owned or controlled by minority persons who have been deprived of the opportunity to develop. Or maintain a competitive position in the economy because of social and economic disadvantages. The ownership interest must be real and continuous and not created solely to meet the minority business or minority contractor provisions of this Policy. More specifically, disadvantaged business refers to any small business concern which:

- (1) Is at least fifty-one (51%) owned by one or more minority citizens of the United States who are determined to be socially and economically disadvantaged.
- (2) Is a corporation, with fifty-one percent (51%) of all classes of voting stock of such corporation must be owned by an individual determined to be socially and economically disadvantaged.
- (3) Is a partnership, with fifty-one percent (51%) of the partnership interest is owned by an individual or individuals who are socially and economically disadvantaged and whose management and daily business operations are controlled by individuals determined to be socially and economically disadvantaged. Such individuals must be involved in the daily management and operation of the business concerned.

**Women Business Enterprise (WBE)** – A business which is owned and controlled by one or more females and who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social and economic disadvantages.

**Small Business Enterprise (SBE)** – A local small business which has its principal office and place of doing business in Augusta-Richmond County which is not dominant in its field of operation and is regarded as small in size as measured by its annual gross receipts being less than \$500,000.

## **Section II - DBE Utilization**

### **A. Obligation:**

Bidders are required to make all efforts that are reasonable to ensure that M/WBEs and SBEs have full and fair opportunities to compete for performance by complying with the requirements of this clause. Included in these requirements is the achievement of the mandatory utilization of Disadvantaged Business Enterprises (DBEs) in the performance of work under this Contract, and/or substantiation that there is a good faith effort to ensure that DBEs have the maximum opportunity to participate in the performance of work under this Contract. Contractors shall not discriminate on the basis of race, ethnicity, national origin or gender in the award and performance of the work under this contract.

**Good Faith Effort Documentation** – Techniques used by a bidder/proposer to seek M/WBEs and SBEs participation as subcontractor or supplier required to fulfill the bid/proposal requirements. Such good faith efforts of a bidder/proposer include, but are not necessarily limited to, the following actions:

- a) Describing efforts to target identified divisions of work identified in the bid specifications
- b) Attending the pre-bid meetings
- c) Sending or faxing letters to all M/WBEs and SBEs at the prequalification meeting, as well as those on the list provided by staff not less than seven days prior to the Qualification Statement deadline.
- d) Providing a telephone log of follow-up phone calls made to M/WBEs and SBEs concerning the project, including dates and times of calls, names of individuals placing and receiving calls and results of the calls.
- e) Providing a written statement indicating good faith negotiations with any competitive M/WBEs and SBEs bids and specifically identifying the M/WBEs and SBEs.
- f) Including a complete list of all M/WBEs and SBEs bids received, noting names, addresses and bid amounts.
- g) Providing all reasons for rejected bids.
- h) Stating whether any bonding requirement was waived and, if not, why.
- i) Utilizing the service of the Disadvantaged Business Enterprise office in identifying qualified M/WBEs and SBEs.

In completing the Proposed DBE Participation form, please remember that proposed goals are not limited to first, second and third tier subcontracting. Successful contractors have creatively applied viable methods such as mentor/protégé relationships and supply purchases to meet M/WBEs and SBEs participation goals. The contractor is responsible for ensuring that M/WBEs and SBEs perform commercially useful work at the level of the contract commitment.

### **Reporting Requirement**

In cases where the successful bidder uses a minority subcontractor or vendor, the bidder shall indicate the percentage of the invoiced amount that such minority subcontractor or vendor performed. The bidder shall submit this form directly to the Disadvantaged Business Enterprise Office.

Bidders may contact the Disadvantaged Business Enterprise Office at (706) 826-1325 for questions or clarifications on the reporting policy.

### **B. Compliance**

All bidders or subcontractors participating in this contract are hereby notified that failure to fully comply with the Augusta-Richmond County's DBE policy, as set forth herein, shall constitute a breach of contract which may result in termination of the contract or such other remedy as deemed appropriate by the Owner.

Bidders will please note that the number of copies requested; all supporting documents including financial statements and references and such other attachments that may be required by the bid invitation are material conditions of the bid. Any package found incomplete or submitted late shall be rejected by the Procurement Office. Any bidder allegedly contending that he/she has been improperly disqualified from bidding due to an incomplete bid submission shall have the right to appeal to the appropriate committee of the Augusta Commission.

All forms as requested by the DBE Office must be completed and returned as part of your submittal.

A). Bid opening. Sealed Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the public notice and invitation for bids. The amount of each bid, and such other relevant information as the Purchasing Director deems appropriate, together with the name of each bidder shall be recorded. The record and each bid shall be open to public inspection in accordance with (Public Access to Procurement Information).

B). Bid acceptance and bid evaluation. Provided that the bids are delivered to the Purchasing Director at the time, place, and under the conditions contained in the Invitation for Bids, the bids shall be conditionally accepted without alteration or correction pending evaluation.

Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include bidder responsiveness, capability and past performance, and criteria to determine acceptability such as inspection, testing, quality workmanship, delivery, and suitability for particular purpose.

#### **Contract Award**

Augusta-Richmond County proposes to award the contract to the most responsive, responsible bidder submitting a reasonable bid provided the bidder has met the goals of DBE participation. Bidders are advised that the Augusta-Richmond County has sole discretion and authority to determine if any bidder has made a "Good Faith Effort." Augusta-Richmond County reserves the right to reject any or all bids submitted. Augusta-Richmond County will have absolute discretion to reject any bid or to exclude a prospective bidder from submitting a bid that has been non-responsive to the DBE program requirements without satisfactory justification being accepted by the Director of the Disadvantaged Business Enterprise Program.

Revised: 6/10/05

Approved: 8/2/05

## ATTACHMENT A

### (Proposed DBE Participation Form)

Augusta-Richmond County is aware that some projects will not have sub-contracting opportunities and will be 100% self-performing. If this applies to your Company, **you must indicate on the bottom of Attachment A & B that you are “100% self-performing”, sign your name, and return the forms with your bid package.**

If there is sub-contractor/supplier participation, complete “Attachment A” indicating each DBE sub-contractor/supplier you will use for this contract. Each sub-contractor/supplier must be registered with Augusta-Richmond County. **The form must be signed and returned with your bid package.** If you have any questions, please contact the Disadvantaged Business Enterprise Department at 706-821-2406

**ATTACHMENT A**

**PROPOSED DBE PARTICIPATION**

PRIME CONTRACTOR \_\_\_\_\_ PROJECT \_\_\_\_\_

<b>DBE FIRM</b>	<b>PRINCIPAL OFFICIAL</b>	<b>ADDRESS/PHONE NO.</b>	<b>TYPE OF WORK</b>	<i>Dollar Value of Work</i>

**Total Price:** \$ \_\_\_\_\_

**Total DBE value** \$ \_\_\_\_\_

**Total DBE percent:** \_\_\_\_\_%

**Contractor will perform % of this contract**

**Signed By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **ATTACHMENT B**

### **(Letter of Intent to Perform)**

Augusta-Richmond County is aware that some projects will not have sub-contracting opportunities and will be 100% self-performing. If this applies to your Company, you must indicate on the bottom of Attachment B that you are **“100% self-performing”, sign your name, and return the forms with your bid package.**

If there is sub-contractor/supplier participation, you must complete an individual “Attachment B” for each DBE sub-contractor/supplier you will use for this contract. Each sub-contractor/supplier must be registered with Augusta-Richmond County. The forms must be signed by the sub-contractor(s) and **returned with your bid package.** If you have any questions, please contact the Disadvantaged Business Enterprise Department at 706-821-2406.



## **ATTACHMENT C**

### **(Contractor's Statement of DBE Utilization Form)**

The completion of this form is the responsibility of the awardee of the contract. Complete the form indicating the DBE's utilization for the requested pay period. This information identifies the actual DBE sub-contractors/suppliers, types of work performed, actual dollar value of work/services and suppliers. To avoid delay of payments this form must accompany all pay requests.

**ATTACHMENT C**

**AUGUSTA-RICHMOND COUNTY**

**DISADVANTAGED BUSINESS ENTERPRISE DEPARTMENT**

**CONTRACTOR'S STATEMENT OF DBE UTILIZATION**

**SHEET \_\_\_\_\_ OF \_\_\_\_\_ (1) PAY REQUEST NO. \_\_\_\_\_ (2) REPORT PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_**

**(3) PROJECT NAME \_\_\_\_\_ (4) PROJECT NO. \_\_\_\_\_ (5) BASE BID \$ \_\_\_\_\_**

**(6) CONTRACT NO. \_\_\_\_\_ (7) REQUIRED DBE UTILIZATION \_\_\_% (8) PROPOSED DBE UTILIZATION \_\_\_%**

(9) DBE NAME REPRESENTATIVE NAME & TELEPHONE NUMBER	(10) CLASS OF WORK	(11) CONTRACT AMOUNT	(12) CONTRACT ADJUST- MENTS	(13) REVISED CONTRACT AMOUNT	(14) AMOUNT EARNED THIS PERIOD	(15) AMOUNT EARNED TO DATE	(16) AMOUNT RETAINED THIS PERIOD	(17) AMOUNT RETAINED TO DATE	(18) % OF CONTRACT COMPLETE TO DATE
<b>(19) DBE TOTALS</b>									

**(20) CONTRACTOR: \_\_\_\_\_ (21) AUTHORIZED SIGNATURE \_\_\_\_\_ (22) DATE \_\_\_\_\_**

**(23) PERCENTAGE OF TOTAL CONTRACT COMPLETED TO DATE \_\_\_\_\_**

## **Good Faith Effort Checklist**

The purpose for the Good Faith Effort Checklist is to indicate all necessary and reasonable steps taken to ensure DBEs and local small business enterprises have the maximum opportunity to compete for and participate in all contracts/ sub-contracts.

**AUGUSTA-RICHMOND COUNTY**  
**CHECKLIST FOR GOOD FAITH EFFORTS**

A bidder's good faith efforts must be those that could reasonably be expected from a bidder who was actively and aggressively seeking to meet the Disadvantaged Business Enterprise (DBE) goal. Good faith efforts may include, but are not limited to:

- |     | Yes | No  |  |
|-----|-----|-----|--|
| 1.  | ___ | ___ | Soliciting, through all reasonable and available means, the interest for all certified DBEs who have the capability to perform the work of the contract. Such solicitations must be in sufficient time to allow DBEs to participate effectively.   |
| 2.  | ___ | ___ | Confirming attendance at any pre-solicitation or pre-bid meetings.   |
| 3.  | ___ | ___ | Providing proof of any advertisements in general circulation, trade association, and minority or woman focused media.  |
| 4.  | ___ | ___ | Documenting the follow-up to the initial solicitation with DBEs.   |
| 5.  | ___ | ___ | Documenting how portions of the work were selected to solicit DBE participation and how the selection was made in order to increase the likelihood of meeting the DBE goals. This would include, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation.  |
| 6.  | ___ | ___ | Providing information on any negotiations with DBEs including bid item adjustments, terms and conditions of the contract, bonding and insurance requirements and etc.  |
| 7.  | ___ | ___ | Documenting efforts to assist DBEs in obtaining bonding, lines of credit, or insurance.  |
| 8.  | ___ | ___ | Providing copies of the information supplied to DBEs to solicit their bids. Such information should include adequate information about the plans, specifications, and requirements of the contract to enable the DBE to supply a complete and competitive bid.   |
| 9.  | ___ | ___ | Providing information regarding the services/assistance secured from minority and women community organizations, contractors' groups, local minority and women business assistance offices and other organizations that provides assistance in the recruitment and placement DBEs.   |
| 10. | ___ | ___ | Negotiating in good faith with interested DBEs. It is the bidder's responsibility to make a portion of the work available to DBE subcontractors and suppliers. The bidder must provide documentation that consideration was given when selecting portions of the work or material needs on the contract to the availability of DBE firms in those areas when soliciting for DBE participation. |
| 11. | ___ | ___ | Documenting the basis for rejecting DBE bids. In cases where the bidder determines the DBE to be unqualified, supporting evidence used to make the determination must be provided.   |