MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT

The undersigned as contractor does hereby make the following Affidavit. I acknowledge the Minority Business Enterprise participation of fifteen percent (15%) minimum, unless otherwise stated in the bid documents for the contract with the Prince George’s County Board of Education and commit to make a good faith effort to achieve this requirement.

In the solicitation of subcontract quotations or offers, all Minority Business Enterprise (MBE) subcontractors were provided not less than the same information and amount of time to respond to the solicitations as non-minority business enterprise subcontractors.

The solicitation process was conducted in such a manner so as to otherwise not place MBE subcontractors at a competitive disadvantage to non-MBE subcontractors.

I understand and agree, that if awarded the contract, we will implement the provisions of the above paragraph with respect to subcontracts to be let after the award of the contract, but that such subcontracts will not be let until the Board of Education has reviewed and approved the Minority Business Enterprises submittals. I understand that the failure to submit the affidavit to the Board of Education shall result in a determination that this bid is non-responsive.

I understand and agree that, if awarded the contract, I will and do hereby authorize representatives of the Board of Education and the Interagency Committee for Public School Construction to examine, from time to time, the books, records and files of this organization to the extent that such data relates and pertains to the affirmative action pursuant to this contract.

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

_________________________ ___________________________
Company Name   Signature                              Date

_________________________ ___________________________
Address     Print Name

Sworn and subscribed before me this _____________ day of __________, 20___.

____________________________
Notary Public

MBE Form #1 1/94
MINORITY SUBCONTRACTOR UNAVAILABILITY CERTIFICATE

1. It is hereby certified that the firm of

____________________________________________________________________________
(Name of Minority Firm)                              (Telephone)

____________________________________________________________________________
(Number) (Street)            (City)   (State)
(Zip)

Was offered an opportunity to bid on the

____________________________________________________________________________
school

Project

in____________________________________________________________________________

County/City

by____________________________________________________________________________

(Name of Prime Contractor's Firm)

____________________________________________________________________________

(Address)

2. The ______________________________________________________________________is either unavailable
for the

(Name of Minority Firm)

work/service or unable to prepare a bid for this project for the following reason(s):
(check one of the following):

_____ unavailable for the work/service for this project,
_____ unable to prepare a bid,
_____ did not respond to a request for a price proposal
_____ Other please state

____________________________________________________________________________

Prime Contractor Signature   Date

______________________________
Title

MBE Form #5 1/94
REQUEST FOR WAIVER

Contractor _______________________________   Name of Project _____________________

I do hereby request that an exception be granted to the requirement that a minimum of fifteen percent (15%) of the total value of this contract be placed with Minority Business Enterprises.

In connection with the above-captioned project and this request, I hereby certify that I am the ___________________________ and duly authorized representative of ___________________________

(Company Name & Address)

I further certify that I have submitted a Schedule for Participation of Minority Business Enterprises (MBEs), which reflects the percentage and dollar value of MBE participation, which my company expects to achieve for this contract. That percentage is _____% and the dollar value is $ ___________. Therefore, the Request for Exception is for _______ percentage and ________ dollar value.

To support this Request for Exception, I include the following information as attachments, which I certify to be true to the best of my knowledge, information and belief:

1. A statement of the efforts made by my company to contact and negotiate with MBEs, including the names, addresses and telephone numbers of MBEs contacted;

2. A description of the information provided by MBEs regarding the plans and specifications for portions of the work to be performed;

3. A statement of the efforts made by my company to select portions of the work proposed to be performed by MBEs in order to increase the likelihood of achieving the stated goal;

4. For each MBE, which placed a bid, which my company considers to be unacceptable, we are submitting a statement, which explains the basis for our conclusion that the minority business bid is unacceptable;

5. A list of minority subcontractors found to be unavailable with attached Minority Subcontractor Unavailability Certificate(s).

_______________________                               _________________________
(Date)                  (Signature)

_______________________                               _________________________
(P)rint Name)                  _________________________

Sworn to and subscribed before me this ___________ day of __________, 20 ______.

_______________________                               _________________________
(Notary Public)                  (Notary Public)

MBE Form #4 1/94
STATEMENT OF INTENT

PROJECT
NAME:______________________________________________________________________________

PROJECT
LOCATION:____________________________________________________________

A. Name of Prime Contractor:______________________________________________
B. Name of MBE:________________________________________________________

C. Certified by: MDOT and Prince George’s County Government (Please circle)

Cert. # ______________________

1. Work/Services to be performed by MBE:
________________________________________________________________________

2. Subcontract Amount: $ __________________

3. Bonds - Amount and type required of MBE, if any:
________________________________________________________________________

4. MBE Commencement Date: __________ Completion Date: ______________

5. This MBE subcontract represents the following percentage of the total project cost: _________%

6. The undersigned subcontractor will enter into a contract with ________________ for the work/service indicated above the prime contractor’s execution of a contract for the above-referenced project with the Board of Education. The undersigned subcontractor is a certified Minority Business Enterprise, or has applied for certification. The terms and conditions stated above are consistent with our agreements.

___________________________          ___________________________
Print Name of Subcontractor  Signature of Subcontractor

7. The terms and conditions stated above are consistent with our agreements.

___________________________          ___________________________
Print Name of Prime Contractor  Signature of Prime Contractor

MBE Form #3 1/94
**SCHEDULE FOR PARTICIPATION OF MINORITY BUSINESS ENTERPRISE**

1. **PRIME CONTRACTOR - NAME OF FIRM & ADDRESS:** (Number, Street, City, State, Zip Code)
   
<table>
<thead>
<tr>
<th>Telephone:</th>
<th>Fax:</th>
</tr>
</thead>
</table>

2. **PROJECT LOCATION:** (Number, Street, City, State, Zip)

3. **PROJECT NUMBER:** ______________

4. **TOTAL CONTRACT DOLLAR AMOUNT:** $ ____________________

   **PROJECT NAME:** ______________________________________________________

5. **LIST THE DATA REQUESTED FOR EACH MINORITY FIRM INVOLVED IN THIS PROJECT:**

   a. **MINORITY FIRM & ADDRESS:** (Number, Street, City, State, Zip)
      
      Work or Service to be performed:
      
      Project Commencement Date: ______________________
      Project Completion Date: ______________________
      Agreed Dollar Amount: $ ______________________
      Percentage of Total Contract: ______________ %
      
      Certified by: MDOT and/or Prince George's County Government
      Cert. No. __________________

   b. **MINORITY FIRM:** (Number, Street, City, State, Zip)
      
      Work or Service to be performed:
      
      Project Commencement Date: ______________________
      Project Completion Date: ______________________
      Agreed Dollar Amount: $ ______________________
      Percentage of Total Contract: ______________ %
      
      Certified by: MDOT and/or Prince George's County Government
      Cert. No. __________________

6. **MINORITY FIRMS TOTAL DOLLAR AMOUNT:** $ ____________________

   **MINORITY FIRMS TOTAL PERCENTAGE:** ______________ %

**MBE Form #2 5/2004**