

BID REGISTRATION

You MUST register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Administration Department as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

Bid Number and Title: 2018- 03, Architectural Drawings and plans for Town of Edisto Beach Fire Department barracks, office and bathroom area remodel

Description: Provide the necessary commercial drawings and plans required for construction and remodel of staff barracks, offices and restroom area.

Receiving Period:

Bid Opening:

This form is for bid registration only. Please scroll down for additional information.

**BIDDER REGISTRATION
FAX THIS FORM BACK IMMEDIATELY
FAX: (843) 869-3855**

Carefully complete this form and mail or fax it to the Administration Department. You must submit one form for each bid that you are registering for.

Company Name: _____

Contact Person: _____

Mailing Address: _____

City: State: Zip Code: _____

Phone: Fax: E-mail: _____

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid". Be sure to include the name of the company submitting the bid where requested.

SEALED BID • DO NOT OPEN

SEALED BID NO.: 2018-03

BID TITLE: Architectural Drawings for Edisto Beach Fire Dept

DUE DATE/TIME: May 7, 2018 2:00 p.m.

SUBMITTED BY: _____
(Name of Company)

DELIVER TO: Town of Edisto Beach
Administration Department
2414 Murray Street
Edisto Beach, South Carolina 29438



**Town of Edisto Beach
Administration
Iris Hill
Bid #2015-03**

Architectural Drawings and plans for Town of Edisto Beach Fire Department barracks, office and bathroom area remodel.

The Town of Edisto Beach requests the submittal of bids from vendors that are interested in providing the necessary commercial drawings and plans for Town of Edisto Beach Fire Department barracks, office and bathroom area remodel within the corporate limits of the Town of Edisto Beach, South Carolina as described herein. Sealed bids will be received in the Administration Department, **prior to 2:00 p.m., May 7, 2018**. Bids will be opened at 2:00 p.m., May 7, 2018.

Attached are important instructions and specifications regarding responses to this Bid. Failure to follow these instructions could result in Bid disqualification.

Questions regarding this bid should be in writing and should reference the above Bid number. Submit all questions to Denney Conley, **Fire Chief, via E-mail dconley@townofedistobeach.com** or via fax to **(843) 830-1369** by **May 4, 2018**.

Bids may be mailed, express mailed or hand delivered to:

**Town of Edisto Beach
Administration Department
2414 Murray Street
Edisto Beach, South Carolina 29438
(843) 869-2505**

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BIDDER INSTRUCTIONS AND GENERAL INFORMATION

BIDDER INSTRUCTIONS: To ensure acceptance of this bid, follow these instructions.

BID DOCUMENTS MUST BE DELIVERED TO THE ADMINISTRATION DEPARTMENT PRIOR TO 2:00P.M. ON THE DATE SPECIFIED. THERE WILL BE NO EXCEPTIONS.

1. **EXECUTION OF BID:** Bid must contain an original signature of an authorized representative in the space provided on the signature page. Bid must be typed or printed in black ink. Erasable ink is not permitted. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
2. **BID OPENING:** It is the responsibility of the bidder to assure that their bid is delivered at the proper time and place prior to the bid opening. All bid openings shall be public, at 2:00 p.m., on the date specified in the Notice to Bidders. Bids, which for any reason are not so delivered, will not be considered. **BID SUBMITTAL FORMS USING FACSIMILE OR EMAIL WILL NOT BE ACCEPTED.**

NOTE: Bidders may call the Administration Department for bid results. The telephone number is (843) 869-2505 extension 211. Bid files may be examined during normal working hours by appointment.

3. **TAXES:** Bidders are responsible for the payment of any applicable taxes that are connected to the purchase of any materials or subcontractors used in the execution of this bid.
4. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
5. **MISTAKES:** Bidders are required to examine the specifications, delivery schedule, bid prices and all instructions pertaining to the requirements of this bid. Failure to do so will be at bidder's risk. In case of a mistake in extension of a unit price, the unit price will govern. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
6. **INVOICING AND PAYMENT:** The successful bidder shall submit a properly certified invoice to the Town at the prices bid. **An original invoice shall be submitted to the appropriate User Department at 2414 Murray Street, Edisto Beach, South Carolina 29438.** The vendor shall include the bid number and/or the purchase order number on all invoices. Invoices will be processed for payment when approved by the user department.
7. **CONFLICT OF INTEREST:** All bidders must disclose, with their bid, the name of any officer, director or agent who is also an employee of the Town or any of their agencies. Furthermore, all bidders must disclose the name of any Town employee who owns, directly or indirectly, any interest of any amount in the bidder's firms or any of their branches.
8. **WARRANTY:** Unless otherwise specified, the bidder agrees that the services furnished under this bid shall be covered by the most favorable commercial warranty the bidder

gives to any customer for comparable services, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Town by any other provision of this bid.

9. **ADDENDUM:** Any changes in the bid shall be made in the form of a written addendum by the User Department. No other person shall be authorized to make changes verbally or in writing. If an addendum is issued, the addendum sheet must be signed by the bidder and faxed to (843) 869-3855.
10. **LIABILITY:** The vendor shall hold and save the Town, its officers, agents and employees harmless from liability of any kind in the performance of this bid and against claims by third parties resulting from the supplier's breach of contract or the supplier's negligence.
11. **PATENTS AND ROYALTIES:** The bidder, without exception, shall indemnify and save harmless the Town and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented or non-patented invention, process, or article manufactured and used in the performance of this bid. If the bidder uses any design, device or material covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device or material in any way involved in the work.
12. **SEALED BIDS:** All bid submittals must be completed and submitted in a sealed parcel. **(DO NOT INCLUDE MORE THAN ONE BID SUBMITTAL PER ENVELOPE. BID SUBMITTAL SHALL INCLUDE ONE (1) ORIGINAL)** the **Original** bid submittal(s) shall be submitted on the forms provided by the Town of Edisto Beach. All bids are subject to the conditions herein; failure to comply will subject bid to rejection.

GENERAL INFORMATION

1. **DEFINITIONS:** The term "Town" means the Town of Edisto Beach, South Carolina, and its authorized designees, agents or employees.
2. **AWARD(S):** The award of this bid shall be based on low bid meeting specifications and other criteria as specifically called out in this document. As the best interest of the town may require, the right is reserved to make award(s) by individual item, group of items or as indicated in the bid form; to reject all bids or waive any minor irregularities or technicalities in bids received. The Town will not accept the bid of vendors or contractors who are delinquent in the payment of taxes, licenses, or any other money due by them to the Town. This solicitation does not commit the Town to award a vendor or to pay for any costs incurred in the preparation of the bid; or to procure or contract for any articles of goods or services. In determining the lowest responsive and responsible bidder, in addition to price, the following may be considered:
 - The ability, capacity, equipment and skill of the bidder to fulfill the contract.
 - Whether or not the bidder can fulfill the contract within the time specified, without delay or interference.
 - The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 - The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
 - The sufficiency of the financial resources to fulfill the contract to provide the goods and/or services.
 - The quality, availability and adaptability of the suppliers or contractual services to the particular use required.
 - The ability of the bidder to provide future maintenance and service, as required or needed.
 - The number and scope of conditions attached to the bid.
 - Whether the bidder has failed to fully perform prior contracts to the Town's satisfaction, or is past due, delinquent, or owes the Town any money of any type.
 -
3. **NON-CONFORMANCE TO BID CONDITIONS:** Services not delivered as per delivery date in bid and purchase order may result in bidder being found in default, in which event any and all re-procurement costs may be charged against the defaulting vendor. This non-conformance to bid conditions may result in immediate cancellation of the purchase order.
4. **ASSIGNMENT:** Any contract issued pursuant to this bid and the monies which may become due herein is not assignable except with the prior written approval of the Town Administrator.
5. **DISPUTES:** In the event of any doubt or difference of opinion as to the methods provided herein, or the level of performance rendered, the decision of the user department director shall be final and binding on both parties.
6. **PLACING OF ORDERS:** The award of this bid does not constitute an order. Before any services can be performed, the successful bidder must receive written or oral notification in accordance with the practices of the User Department.
7. **PRECEDENCE:** Any requirement set forth in any section of the bid documents shall be binding as if called for by all sections. If there is a difference in the terms anywhere in this document, the most restrictive shall prevail.

8. **ADDITIONS/REVISIONS/DELETIONS:** Additions, revisions or deletions to the general conditions, specifications or bid price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Town Administrator shall be the sole judge as to whether or not any addition, revision or deletion changes the intent of the bid.
9. **TERMINATION/SUSPENSION:** The Town Administrator reserves the right to terminate or suspend the award of this bid, in whole or in part, when it is in the best interest of the Town to do so. The Town Administrator will notify the vendor, in writing, of any such action with notice of the effective date of termination or suspension. This notice shall also specify the state of the work at the time of termination or suspension. If the User Department determines that the performance of the vendor does not comply with the bid requirements, the division may:
 - a. Immediately suspend the work; and
 - b. Notify the vendor of the non-performance with a requirement that the deficiency be corrected within ten (10) days of notification.
10. **PLANS AND SPECIFICATIONS:** The specifications and other bid documents upon which the prices in the vendor's bid proposal are based on, are hereby made a part of the purchase order by reference hereto.
11. **PERFORMANCE AND PAYMENT BOND:** If a bond is required, it will be called out in the Special Conditions section of the bid. The vendor shall furnish a performance and payment bond, in an amount equal to the amount awarded, as security for the faithful performance and payment of all the vendor's obligations under the bid documents. The bond shall remain in effect at least until one year after the date when final payment becomes due, except as provided otherwise by Laws or Regulations or by the bid documents. All bonds shall be in the form prescribed by the bid document except as provided otherwise by Laws or Regulations, and shall be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department and A.M. Best rated A VIII or better.
12. **UNAUTHORIZED ALIEN(S):** The bidder agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The Town shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the Town.

Employers may avail themselves of a program by the U.S. Immigration and Customs Enforcement called E-Verify. E-Verify is an Internet-based system operated by U.S. Citizenship and Immigration Services (USCIS), part of the Department of Homeland Security (DHS), in partnership with the Social Security Administration (SSA). E-Verify is currently free to employers. E-Verify provides an automated link to Federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers.

If your company wishes to avail themselves of this program, you can register online for E-Verify at <https://www.vis-dhs.com/EmployerRegistration>, which provides instructions for completing the registration process. At the end of the registration process, you will be required to sign a Memorandum of Understanding (MOU) that provides the terms of

agreement between you as the employer, the SSA, and DHS. An employee who has signatory authority for the employer can sign the MOU. Employers can use their discretion in identifying the best method by which to sign up their locations for E-Verify. To find out more about E-Verify, please visit www.dhs.gov/e-verify or contact USCIS at **1-888-464-4218**.

13. **ANNUAL APPROPRIATIONS:** The vendor acknowledges that the Town, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted or the reduction of revenues for those budgeted agreements that may be available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the Town's performance and obligation to pay under this agreement is contingent upon annual appropriation.
14. The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

SPECIAL INFORMATION

1. **CONTAMINATION:** Any equipment that is leaking fuel, lubricant, coolant, hydraulic fluid or any other hazardous material shall immediately be repaired by the Contractor to stop the leak. The Contractor shall clean up and dispose of any leaked fluids according to all applicable laws, ordinances, rules and regulations within 24-hours of occurrence. All repairs, removal, clean-up and/or disposal shall be at no cost to the Town.
2. **PERMITS:** The Contractor is responsible for obtaining all permits and licenses. The costs for any permits or licenses shall be the responsibility of the Contractor.
3. **SITE:** The Contractor is responsible for providing a waste dumpster, temporary restroom facilities. The Town has provided electricity.
4. **INSURANCE:** The Contractor is responsible for procuring and maintaining for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. A Certificate of Insurance evidencing referenced coverages is to be submitted to the Town of Edisto Beach prior to being awarded any business. See attached Certificate of Insurance request for minimum insurance requirements
5. **SAFETY:** The Contractor is responsible for providing for the safety of all Contractor's or subcontractors personnel working in the Project Area.
6. **WORK AREA CLEAN-UP REQUIREMENTS**
 - a. During the progress of the Work, the Contractor shall keep the premises and maintained travel lanes free from accumulations of waste, discarded or surplus material, rubbish and other debris or contaminates resulting from the Work.
 - b. Following completion of the Work, Contractor shall remove all waste material, rubbish and debris from and about the premises as well as all tools, appliances, construction equipment, machinery and surplus material. The Contractor shall leave the site clean and ready for occupancy by the Town at substantial completion of the Work.
7. **WARRANTY:** The vendor shall warrant against all defects in material and workmanship for a period of one year after acceptance.
8. **INVOICE PAYMENTS**
 - a. By signing and submitting an invoice the Contractor certifies that all work and/or materials have been completed in accordance with the Bid Documents.
9. **FINAL INVOICE:** Payment of final invoice will be issued only upon final completion of the work as signed off by the User Department and upon submission of any applicable releases of liens, material documentation, warranties, etc.
10. **HISTORICAL AND ARCHAEOLOGICAL:** If historical or archaeological artifacts are discovered at any time on the project site, the Contractor must notify the Town. The Contractor shall follow any rules or requests from agencies with jurisdiction. If required to stop work, delay work or perform extra work in the affected area, delays and additional costs will be considered an unforeseen difficulty.

Background and Scope of Work

The Town of Edisto Beach is seeking bids for a Fire Department barracks, addition, office and bathroom area remodel.

This project will require coordination with the Town of Edisto Beach Fire Chief and Building Code Administrator. The project cost shall be inclusive of all required documentation and design professional drawings required for a permit ready construction project. All drawings shall be performed by a South Carolina licensed design professional within their appropriate discipline. All design professional documents shall meet the respective requirements of the State of South Carolina Code of Laws, and regulations.

- Design professional (architectural, and or engineered) drawings:
 - Barracks, office and restroom area
 - Include 15' X 32' addition to back of existing barracks and office area

- The existing barracks and office wall removal and reconfiguring.
 - Add hallway from east to west at center of addition
 - Add two offices on south wall
 - Add exit door on south wall to outer office
 - Add three barracks rooms on north wall
 - Add additional door at west end of hall with pad
 - Add shower where closet is in Police restroom (formerly a shower)
 - Add closet to back of Police Chiefs office on north wall at east end
 - Add an additional door to Police restroom

- Design professional (architectural, and or engineered) drawings shall include at a minimum:
 - Structural integrity
 - Life safety
 - Barrier free accessibility, where required by Code
 - 2015 International Existing Building Code Compliance

- All currently adopted Codes and Compliance
- Definition of work scope
- All MEP's
- Occupancy Group
- Type construction
- Seismic Zone
- Square footage/allowable area
- Fire sprinkler requirements (if any) including fire sprinkler spec sheet
- Height and number of stories
- Occupant load
- Energy Code compliance
- Design professional in charge (communications will be directed through this individual)
- Listing of design professionals
- Including the following where applicable:

Floor Plan of each level showing walls, stairs, doors with swing direction, windows, plumbing fixtures, etc. Drawings must be at a minimum scale of 1/16" = 1'-0" and must be clearly legible and in black and white.

- Label each room or area's:
 - a) Use (e.g. Office, Sales, Storage, Corridor, Exit Enclosure, Exit Passageway, etc.);
 - b) Occupancy group classification;
 - c) Floor area;
 - d) Floor area per occupant;
 - e) Occupant load.
- Graphically show locations and fire ratings of all fire-rated walls such as Exterior Walls, Exit Enclosures, Exit Passageways, Fire Area Separations, Occupancy Separations, Shafts, Horizontal Exits, Corridors, and Smoke Compartments by identifying and differentiating the walls as either: a) Fire Walls, b) Fire Barriers, c) Fire Partitions, d) Smoke Partitions, or e) Smoke Barriers.
- Graphically show elevators, mechanical shafts and other openings through floors.

- Graphically show the illuminated egress path and indicate how backup power is supplied. Indicate the required width and minimum light level across the required egress path at the floor level.
- Graphically show exit sign locations.
- For larger occupant loads, graphically show the minimum required exit widths and proposed exit capacities at doors and stairs.

Building Elevations and/or Building Sections illustrating the following conditions as applicable:

- Exterior wall areas in square feet per story, and the maximum allowable percentage and area of protected and unprotected openings per story due to fire separation distance from property lines.
- Vertical fire wall locations and fire rating from foundation to the roof.
- Locations and fire ratings of horizontal floor-ceiling assemblies that separate different construction types.

Additional Information:

- ***ALL PROPOSALS SHALL BE VALID FOR 90 DAYS.***

By signing this proposal, contractor certifies site visit, verifies site conditions and dimensions, and is responsible for the complete work pertaining to site conditions. It is the responsibility of the contractor to verify any quantities provided by the Town.

BID SHEET
BID NO. 2018-03
BID TITLE: Town of Edisto Beach Fire Department barracks, office and
bathroom area remodel

Lump Sum Bid Cost _____
Bidder to supply Bid Quantity Sheet to reach final price

CONTRACTOR: _____
Authorized Representative

ADDRESS _____

TELEPHONE _____

CELL PHONE _____

FAX _____

EMAIL _____

Addendum Sheet

RFP NO. 2015-03
RFP TITLE: Town of Edisto Beach Fire Department
barracks, office and bathroom area remodel

VENDOR: _____
Authorized Representative

ADDRESS: _____

TELEPHONE: _____

CELL PHONE: _____

FAX: _____

EMAIL: _____

The Vendor acknowledges receipt of the following addendum by signing and dating below.

Addendum No.	Date	Signature

BIDDER: _____

Bid No. _____

NON-COLLUSION OATH

COUNTY OF: _____

STATE OF: _____

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Bidder herein, its agents, servants, and/or employees, to the best of its knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or itself, to obtain information that would give the Bidder any unfair advantage over others, nor have it colluded with anyone for an on behalf of the Bidder, or itself, to gain any favoritism in the award of the Contract herein.

SWORN TO BEFORE ME THIS

_____ DAY OF _____, 2013

NOTARY PUBLIC FOR THE

STATE OF _____

My Commission Expires: _____

Print Name: _____

Address: _____

Phone Number: _____

Authorized Signature of Bidder

Please print Bidder's Name and Address:

(Note: Notary seal required for Out of State Bidder)

BIDDER _____ BID NO. _____

DRUG-FREE WORKPLACE AFFIDAVIT

I certify to comply with the Drug-Free Workplace Act, Section 44-107-10 et. Seq. of the South Carolina Code of Laws to provide a drug free workplace. (This clause applies to any resultant contract of \$50,000.00 or more). The State of South Carolina has amended Title 44, Code of Laws of South Carolina, 1976, relating to health, by adding Chapter 107, so as to enact the Drug-Free Workplace Act.

Date: _____

Vendor: _____

Address: _____

Telephone _____

By _____

(Signature)

Failure to Furnish This Affidavit Will Result in the Delay of Contract

BIDDER: _____

BID NO: _____

COMPLIANCE WITH ILLEGAL IMMIGRATION ACT

By signing a bid/proposal, the Bidder/Offeror certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of South Carolina Code of Laws and agree to provide to the State upon requires any documentation required to establish either; (a) that Title 8, Chapter 14 is inapplicable to the Bidder/Offeror and its subcontractors or sub-subcontractors; or (b) that the Bidder/Offeror and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14.

Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this Chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the Court or imprisoned for not more than five years, or both."

Bidder/Offeror agrees to include in any contracts with subcontractors, language requiring subcontractors to (a) comply with applicable requirements of Title8, Chapter 14, and (b) include in its contracts with the sub-contractors languor requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

Bid No: _____

Project Name: _____

Contractor/Vendor Name: _____

Address: _____

Authorized Representative Name and Title: _____

Signature of Authorized Representative: _____

Witness (Print Name and Sign) _____

BIDDER: _____ BID NO. _____

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

(For Contractors/Vendors Other Than Individuals)

Edisto Beach requires compliance with State and Federal regulations governing Equal Employment Opportunity, External Equal Opportunities (EO), External On-the-Job Training (OJT), Title VI, and the Americans with Disabilities Act (ADA) programs.

Sub recipients of federal-aid contracts must include notifications in all solicitations for bids of work or material and agreements, subject to Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Sub-recipients, contractors and subcontractors may not discriminate in their employment practices or in the selection and retention of any subcontractor.

By Signing this document, the Contractor/Vendor hereby certifies its commitment to assure nondiscrimination in its programs and activities to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability or income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded programs or activity administered by the sub-recipient and/or its contractors.

Bid No: _____

Project Name: _____

Contractor/Vendor Name: _____

Address: _____

Authorized Representative Name and Title: _____

Signature of Authorized Representative: _____

Witness (Print Name and Sign): _____

BIDDER: _____

BID NO. _____

GOOD FAITH AFFIDAVIT

Minority/Women/Disadvantaged Business enterprise (M/W/DBE) Compliance Provisions

It is the policy of Edisto Beach to provide minorities, women and disadvantaged business enterprises equal opportunity for participating in all aspect of the Town's contracting and procurement programs, including but not limited to, employment and construction projects consistent with the state laws. It is further the town's policy to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veterans' status. It is further the policy of the Town to conduct its contracting and procurement programs so as to prevent discrimination and to resolve any and all claims of such discrimination.

1. Minority, women-owned, disadvantages businesses, that reasonably could have been expected to submit a quote and that were known to the contractor, were contacted utilizing Federal, State and/or Local Government minority registry list(s). Contacts were made at least 10 days, or within a reasonable amount of time, before the submittal date, and the subcontractors were notified of the nature and scope of work to be performed.
2. The construction plans, specifications, and requirements have either been available for review by prospective minority, women-owned, disadvantaged businesses, or have been provided to them at least 10 days or within a reasonable amount of time, before the submittals were due.
3. Where feasible, combined work has been broken down into units to better facilitate minority, women owned, disadvantaged businesses participation, as needed.
4. Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors, as needed.
5. Negotiated in "Good Faith" with interested minority, women-owned, disadvantaged businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority, women-owned, disadvantaged businesses based on their lack of qualifications must have the reasons documented in writing and attach supporting documents to the Good Faith Effort Affidavit.
6. Provided prompt pay agreements and policies to minority subcontractors and suppliers associated with this Affidavit.

I have made a good faith effort to comply with the following listed items:

Affidavit of _____

(Name of Offeror)