

CITY OF ST. LOUIS
BOARD OF PUBLIC SERVICE
MBE/WBE UTILIZATION STATEMENT

(1) Policy

It is the policy of the City of St. Louis that minority and women-owned businesses, as defined in the Mayor's Executive Order of March 31, 1992, shall have the maximum opportunity to participate in the performance of contracts utilizing City funds, in whole or in part. Consequently the requirements of the aforementioned Executive Order apply to this contract.

(2) Obligation

The contractor agrees to ensure that minority and/or women-owned businesses have the maximum opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with City funds. The contractor shall take all necessary and reasonable steps to ensure that said businesses have the maximum opportunity to compete for and perform under this contract. The contractor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

(3) Project and Bid Identification

Complete the following information concerning the project and bid:

Project Name: _____

Letting Number and Date: _____

Total Bid: _____

Contract MBE/WBE Goal: 25% MBE and 5% WBE Participation

Dollar Amount of Proposed MBE \$ _____

Dollar Amount of Proposed WBE \$ _____

(4) Assurance

I, acting in my capacity as an officer of the undersigned bidder or bidders if a joint venture, hereby assure the City that on this project my company will: (check one)

_____ Meet or exceed contract award goals and will provide participation as follows:

Minority Business Participation _____ Percent

Women-Owned Business Participation ___ Percent

_____ Fail to meet contract award goals but will demonstrate that good faith efforts were made to meet the goals and that my company will provide participation as follows:

Minority Business Participation _____ Percent

Women-Owned Business Participation ___ Percent

Name of Company

By: _____

Title: _____

Date: _____

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**CITY OF ST. LOUIS
BOARD OF PUBLIC SERVICE
MBE/WBE UTILIZATION PLAN**

CONTRACTING AGENCY: _____
 PROJECT NAME: _____
 NAME OF PRIME CONTRACTOR: _____
 MBE OR WBE?: _____

LETTING NO. _____

The prime contractor shall utilize and require all subcontractors to utilize the maximum number of **certified** minority or women-owned business enterprises possible and will purchase materials and supplies from disadvantaged business enterprises to the maximum extent feasible, and to this end, the prime contractor will inform each subcontractor of this requirement.

The prime contractor shall utilize the services and/or supplies provided by the following **certified** minority or women-owned business enterprises in the execution of this contract. Any substitution of firms will require the prior written approval of the Contracting Agency and the St. Louis Development Corporation.

FIRM NAME, ADDRESS, PHONE NUMBER, CONTACT PERSON (a)	CERTIFICATION NO. (b)	BID ITEM(S) OF WORK TO BE PERFORMED AND/OR MATERIALS SUPPLIED (c)	BID AMOUNT (d)

TOTAL DOLLAR AMOUNT OF PRIME CONTRACT: \$ _____
 TOTAL DOLLAR AMOUNT OF MBE SUBCONTRACTS: \$ _____ PERCENT MBE: _____
 TOTAL DOLLAR AMOUNT OF WBE SUBCONTRACTS: \$ _____ PERCENT WBE: _____

 PRIME CONTRACTOR AUTHORIZED SIGNATURE

 DATE

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THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION.

CITY OF ST. LOUIS
 MINORITY/WOMEN-OWNED BUSINESS ENTERPRISE UTILIZATION
 CONTRACTOR'S GOOD FAITH EFFORTS REPORT

CONTRACTING AGENCY: _____
 LETTING NO./PROJECT NAME: _____
 NAME OF PRIME CONTRACTOR: _____

In addition to the minority or women-owned business enterprises that are listed and proposed for utilization on this contract, the following minority or women-owned business enterprises were also contacted regarding this contract. However, the prime contractor is unable to utilize these firms for the reason indicated below:

FIRM NAME, ADDRESS, PHONE # CONTACT PERSON	BID ITEM(S) OF WORK TO BE PERFORMED AND/OR MATERIALS SUPPLIED	BID AMOUNTS	DATE AND METHOD OF SOLICITATION	COMMENTS: REASON REJECTED

PRIME CONTRACTOR AUTHORIZED SIGNATURE _____ DATE _____
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THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION.

**CITY OF ST. LOUIS
 MINORITY/WOMEN-OWNED BUSINESS ENTERPRISE UTILIZATION
 CONTRACTOR'S GOOD FAITH EFFORTS STATEMENT**

Please indicate those efforts you made to maximize the utilization of Minority and/or Women-owned business enterprises (MBE/WBEs) and hiring of City Residents on this contract.

YES NO

	YES	NO
Attended the pre-bid conference held on this contract.		
Selected portions of work proposed to be performed by MBE/WBE's in order to increase the likelihood of meeting the participation goals.		
Solicited individual MBE/WBE's by written notification at least (14) calendar days prior to bid opening to participate in the contract as a subcontractor, regular dealer, manufacturer, consultant, or service agency for specific items or type of work.		
Followed-up the initial solicitation of interest by contacting MBE/WBE firms to determine whether or not said firms will submit a bid.		
Provided interested MBE/WBE firms with adequate information regarding the plans, specifications and requirements for bidding on City-financed construction.		
Negotiated in good faith with MBE/WBE firms. (MBE/WBE firms shall not be disqualified without sound reasons based upon a thorough investigation of their capabilities.		
Made efforts to negotiate with MBE/WBE's for specific items of work.		
Made efforts to assist MBE/WBE firms that requested assistance in obtaining bonding, insurance, or line of credit required to participate in the contract.		
Advertised in general circulation media, trade association publication, MBE/WBE focused media for MBE/WBE's and areas of interest for this contract.		
Name and Date of Publication(s): _____		
Contacted Armand Paulet of the Construction Orientation Intake Center, as a first source, regarding the hiring of City Residents on this project.		
Notified, in writing, organizations which provide assistance in the recruitment and placement of MBE/WBE firms of the type of work, supplies or services being considered on this contract. List the organizations, contractor's groups, local, state and federal disadvantaged business assistance offices and other organizations that were contacted for assistance in achieving maximum participation of MBE/WBE firms on this contract. Please note the name of the person contacted and the date of contact.		
Organization: _____		
Contact Person: _____		
Date of Contact: _____		

(Name) _____

(Firm Name) _____

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CITY OF SAINT LOUIS CIVIL RIGHTS ENFORCEMENT AGENCY

~~311 KROOK XXXXX CIVIL RIGHTS ENFORCEMENT~~ • ST. LOUIS, MISSOURI 63101 • (314) 622-3301
906 Olive, Suite 1100

CONTRACTORS COMPLIANCE REPORT

I. FIRM DESCRIPTION

Firm Name _____
and _____
Address _____
Phone No. _____
Chief Executive Officer _____
Title _____
Letting No. _____ FOR _____

Evaluation (Leave Blank)	
<input type="checkbox"/>	Compliance _____
<input type="checkbox"/>	Non-Compliance _____
<input type="checkbox"/>	Suggested Follow Up: _____
<input type="checkbox"/>	Referral: _____

II. POLICIES AND PRACTICES

- A. Is it this company's policy to recruit, hire, train, upgrade, promote, and discipline persons without regard to race, sex, color, age, religion, or national origin?
- B. To whom has responsibility been assigned to develop procedures which will assure that this policy is understood and-carried out by managerial, administrative, and supervisory personnel?
Name _____ Position _____
- C. Has this company notified all recruitment sources that all qualified applicants will be considered for employment, without regard to race, sex, color, age, religion, or national origin?
- D. When advertising is used does it specify that all qualified applicants will be considered for employment without regard to race, sex, color, age, religion, or national origin?
- E. Does this company have bargaining agreements with employee organizations?
- F. If yes, have such organizations been notified of the company's responsibility to comply with the non-discrimination clause as it applies to apprentices and all other employees?
- G. Has the company notified all of its subcontractors of their obligation to comply with the non-discrimination clauses?

YES	NO

H. Identity of Employee Organizations
International Union _____ Local Number _____

I. Describe any other actions taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, sex, color, age, religion, or national origin?

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CITY OF SAINT LOUIS CIVIL RIGHTS ENFORCEMENT AGENCY

~~300 E. OLIVE XXX CIVIL COURTS BUILDING~~ • ST. LOUIS, MISSOURI 63101 • (314) 622-3301
906 Olive Suite 1100

COMPLIANCE EVALUATION FORM

for

GENERAL AND SUB-CONTRACTORS

Firm's Name: _____

Address: _____ Zip Code: _____ Phone: _____

Name and Title of person completing this form:

Contract No: _____ For: _____

1. Identify employee organizations which will be utilized in performance of captioned contract. If labor organization, give name of International Union and Local Number:

INTERNATIONAL UNION

LOCAL NUMBER

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Estimated number of men to be used in performing this contract. Breakdown by labor or craft category (refer to Question #1 above) and minority group presentation:

LABOR CATEGORY

TOTAL

BLACK

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Indicate date work will commence on contract, anticipated duration of project, and estimated completion date.

4. Person or representative should contact when conducting job site survey

Position this person holds with company _____

5. List total number of employees hired in the last six (6) months by job category and minority group standing.

<u>JOB CATEGORY</u>	<u>TOTAL</u>	<u>BLACK</u>	<u>NUMBER OF THESE BLACK HIRES RETAINED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Results of Pre-Award Conference (for St. Louis Civil Rights Enforcement Agency use only)

7. Recommendation and/or disposition after analysis and/or pre-award conference (for St. Louis Civil Rights Enforcement Agency use only)

Date: _____

Compliance Administrator

APPROVED: _____ Date: _____

Executive Director