

**Contractor's Minority Business Enterprise (MBE) Participation Form**

**This form must be completed and submitted for any quote or bid of \$25,000 or more. Failure to Submit a Completed MBE form will result in the bid being deemed as non-responsive and the bid will not be considered.**

Project Name: \_\_\_\_\_ Quote/Bid Price: \_\_\_\_\_

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

Address: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Please identify each item of work (subcontract), material or service that will not be provided by the bidder. Use a separate line for each subcontractor or category, i.e. electrical subcontracting, landscaping, concrete pipe, asphalt, etc. If there are to be no subcontracts and/or the materials are to be provided by the bidder, please note in the space below. On the lines following, list MBE's contacted to provide quotes on the work or material.

Item of Work to be Subcontracted/Materials, Supplies to be Purchased	Quote or Price (Please ✓ MBE's that will be used)
1. _____ MBE's Contacted _____ _____ MBE's Federal I.D. No. _____	_____ _____ _____
2. _____ MBE's Contacted _____ _____ MBE's Federal I.D. No. _____	_____ _____ _____
3. _____ MBE's Contacted _____ _____ MBE's Federal I.D. No. _____	_____ _____ _____
4. _____ MBE's Contacted _____ _____ MBE's Federal I.D. No. _____	_____ _____ _____

Item of Work to be Subcontracted/Materials, Supplies to be Purchased  5. _____  MBE's Contacted _____ _____  MBE's Federal I.D. No. _____	Quote or Price (Please <input type="checkbox"/> MBE's that will be used)  _____  _____
6. _____  MBE's Contacted _____ _____  MBE's Federal I.D. No. _____	Quote or Price (Please <input type="checkbox"/> MBE's that will be used)  _____  _____
7. _____  MBE's Contacted _____ _____  MBE's Federal I.D. No. _____	Quote or Price (Please <input type="checkbox"/> MBE's that will be used)  _____  _____

I hereby acknowledge my understanding of the Minority Business Enterprise requirements for this project and certify that information provided is an accurate account of my firm's efforts to secure MBE participation for this project.

I further understand that should my firm be the lowest and best bidder, we will be required to secure Minority Business Enterprise participation of 10% or more in the project or demonstrate a good faith effort by outreaching MBE's for subcontracts, materials and supplies. Failure to achieve 10% MBE participation or to document a good faith effort will result in the firm being ineligible for contract award.

By Duly Authorized Representative of Firm:

\_\_\_\_\_

Name/Signature

\_\_\_\_\_

Position Title

\_\_\_\_\_

Date