Contra Costa County Construction Outreach Program

Good Faith Effort Documentation Booklet

By
Affirmative Action Office

This booklet reflects the policy of the Contra Costa County Board of Supervisors as expressed in the Construction Outreach Program that was adopted on August 1, 1998.

For further information you may contact:

Public Works Department
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Division Manager
Capital Projects Management
255 Glacier Drive
Martinez, CA 94553
925-313-2000
925-313-2333 fax
ramesh.kanzaria@pw.cccounty.us

Public Works Department
Kevin Emigh
Division Manager
Design/Construction
255 Glacier Drive
Martinez, CA 94553
925-313-2233
925-313-2044 fax
kevin.emigh@pw.cccounty.us

Affirmative Action Office
Antoine Wilson
Affirmative Action Officer
2530 Arnold Drive Suite #140
Martinez, CA 94553
925-335-1455
antoine.wilson@riskm.cccounty.us

Note: The County does not endorse any of the bidders, subcontractors, suppliers, manufacturers, and/or truckers listed in the booklet.

Introduction

The intent of this booklet is to assist the Bidder with user friendly examples of how to prepare the Good Faith Effort (GFE) documentation under the guidelines in the Construction Outreach Program.

Points are awarded for Indicator 2-10 when required documentation is submitted. Points are awarded for each Indicator on an "all or nothing" basis. Points are not awarded for bid documentation deemed to be partially complete.

There are 10 Indicators for the GFE documentation. Indicators 2 through 10 award points when the required documentation is submitted. Failure to include the GFE documentation and failure to achieve a minimum of **75** out of 100 points may render the bid non-responsive and could result in its rejection.

Points For Each Indicator:

INDICATOR	1	2	3	4	5	6	7	8	9	10	TOTAL
POINTS	0	10	13	9	10	10	5	10	26	7	100

Each indicator has a different point value from 5 to 26 and several Indicators are given credit in two or more areas. For example, acceptable documentation submitted for:

- Indicator 4 credit also satisfies Indicators 3, 4, 7, and 10, and
- Indicator 5 credit also satisfies Indicators 3, 5, 7, and 10.

Indicator 9 is worth 26 points and is essential. Without sufficient documentation for Indicator 9 (including **ALL** quotes and a summary sheet) you will not be able to achieve **75** points. Remember, for each Indicator it's all or nothing, no partial points are given for any of the Indicators.

There are specific time deadlines you must meet for several indicators in the examples:

Indicator	Description	Time Frame Prior to Pre-bid Meeting	Time Frame Prior to Bid Due Date
• Indicator 2	Pre-Bid Meeting	Letter to Department	
• Indicator 4	Advertisement		10 days
• Indicator 5	Written Notices to subcontractors (including suppliers, manufacturers, and truckers)		10 days
• Indicator 8	Letter to Recruitment/Placement Agencies		15 days

The Outreach Program also requires meeting the Mandatory Subcontracting Minimum (MSM) established for each project. To meet the MSM requires the bidder to list subcontractors, suppliers, manufacturers, and truckers in the bid proposal.

For MBE/WBE businesses that are listed in the proposal, the bidder must submit a completed Letter of Intent form. The form documents the item(s) of work to be performed and dollar amount for each MBE/WBE subcontractor, supplier, manufacturer, or trucker. The form must be signed by the MBE/WBE subcontractor, supplier, manufacturer, or trucker and submitted to the Bidder.

Bidders must submit completed GFE documentation and the Letter of Intent form(s) to the:

1. Public Works Department and Flood Control District:
    - No later than two (2) working days following bid opening

2. General Services Department, County Administrator's Office, and Fire Districts:
    - No later than three (3) working days following bid opening

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Bidder's Cover Letter

The cover letter is the introduction to the GFE documentation and the Mandatory Subcontracting Minimum (MSM) percentage. The letter should include the following:

1. Project Name;

2. Project Number;

3. The name of Bidder's business/company;

4. Telephone number and fax number;

5. Email address, if available;

6. The name of the Bidder's contact person.

Good Faith Effort Cover Letter

Example

ABC Construction Company
123 Main Street
Anytown, CA 98765
925-321-7654 Fax: 925-321-7655

October 10, 2003

County of Contra Costa
Design/Construction Division
Public Works Department
255 Glacier Drive
Martinez, CA 94553

RE: Good Faith Effort for Byron Highway Modification
Project # 9346-WH2909
Bid Due Date: October 2, 2003

Dear Mr. Clark:

Enclosed is our Good Faith Effort documentation required under the specifications of the above referenced project.

If you have any questions regarding these submittals, please contact Roger Smith at 925-321-7654.

Regards,

Roger Smith
Project Administrator

Encl

1	**Outreach and Mandatory Subcontracting Minimum Participation**	**No Points**

Purpose: The County is committed to ensuring full and equitable participation from all businesses in County funded construction projects. The Bidder (Prime Construction Contractor) must document its Good Faith Effort to obtain sub-bids from Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Other Business Enterprises (OBEs), Small Business Enterprises (SBEs), Local Business Enterprises (LBEs), and Disabled Veteran Business Enterprises (DVBEs). When the Bidder documents its GFE, the outreach effort is expected to produce a reasonable level of participation by all businesses.

Mandatory Subcontracting Minimum (MSM)

The County also has a Mandatory Subcontracting Minimum (MSM) requirement for each project. Award is based both on the Bidder's outreach efforts in order to achieve the 75 minimum points **and** the project-specific MSM percentage. To be awarded a project, the Bidder must subcontract a percentage of the project to subcontractors, suppliers, manufacturers, and/or truckers in order to achieve the required MSM percentage. Failure to **list** the dollar amount(s) of subcontracted (including suppliers, manufacturers, and truckers) work with the bid in the **proposal** (List of Subcontractors, Suppliers, Manufacturers, and Truckers Form) may cause the bid to be rejected.

Level of Anticipated Participation
and
Mandatory Subcontracting Minimum
Listed In Proposal

Example

All Good Faith Effort documentation must be submitted with the bid or within two (2) working days following the bid opening for the Flood Control District/Public Works Department or within three (3) working days following the bid opening for the General Services Department.

Failure to submit the required good faith effort documentation within the required time period may render the bid non-responsive.

The Bidder is required to subcontract the following minimum percentage of its bid:

Mandatory Subcontracting Minimum (MSM) Requirement	25%

The percentage varies from project to project.

NOTE: For Outreach Program information and/or assistance please contact the County's Design/Construction Division Affirmative Action Liaison at (925) 313-2000.

General Services Department
List of Subcontractors Form

Example

LIST OF SUBCONTRACTORS/SUPPLIERS/MANUFACTURERS/TRUCKERS FOR _____
(Name of Prime Contractor)

(As required by Division B, Section 4, Paragraph (c). Substitution of listed subcontractors: See Division F, Section 6, Paragraph E.)

Business Name	Address	Items of Portions of items of work	Dollar Amount of subcontracts for MSM Compliance

Note: This form must be completed as part of a bid proposal. The form is also used to calculate MSM participation.

Flood Control District/Public Works Department
List of Subcontractors Form

Example

LIST OF
SUBCONTRACTORS/SUPPLIERS/MANUFACTURERS/TRUCKERS

Business Name	Address	Items or portions of items of work	Dollar Amount of subcontracts for MSM Compliance*

*See section 3-2.00 of the "Notice to Contractors and Special Provisions" for Mandatory Subcontracting Minimum (MSM) participation requirements.

Note: This form must be completed as part of a bid proposal. The form is also used to calculate MSM participation.

2	Attended Pre-Bid Meeting	10 Points

Purpose: The Pre-Bid meeting for the project is scheduled by the appropriate County Department to inform the Bidder about the requirements of the Outreach Program and project.

Action:

1. Attend the Pre-Bid meeting and sign the attendance sheet; or

2. Attend a previous pre-bid meeting or a County Construction Workshop (covering the procedure for completing the County "Good Faith Effort" documentation) within the last twelve months from the date of the pre-bid meeting for the current project. Bidder must be listed on the attendance sheet from the previous meeting.

Required Documentation:

1. A copy of the completed attendance sheet enclosed with Good Faith Effort and cover letter from the project pre-bid meeting; or

2. Submit a letter and a copy of a previous attendance sheet from a pre-bid meeting or construction workshop. Bidder must be listed on the attendance sheet from a previous pre-bid meeting or a County Construction Workshop (covering the procedure for completing the County "Good Faith Effort" documentation) within the last twelve months from the date of the pre-bid meeting for the current project.

Attendance Sheet At Pre-Bid Meeting

Example

GENERAL SERVICES DEPARTMENT
Capital Projects Management Division
1220 Morello Avenue, Suite 100
Martinez, California 94553-4711
(925) 313-7200 Fax: (925) 313-7299

File: 250-0231/B.4.0
Date: May 21, 2003

MEETING ATTENDEE LIST

SUBJECT: NEW DISCOVERY HOUSE FACILITY, 4639 & 4645 PACHECO BLVD., MARTINEZ FOR THE HEALTH SERVICES DEPARTMENT (0928-WH474B); Pre Bid Conference

	Name	Firm	Phone/Fax
1.	*Brian Rogers*	*Best Floors*	*333-1234/333-6868*
2.	*Lynn Billings*	*LB Painting*	*321-1717/321-1111*
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Cover Letter for attending a previous Pre-Bid Meeting

Example

ABC Construction Company
123 Main Street
Anytown, CA 98765
925-321-7654 Fax: 925-321-7655
abcconstruction@aol.com

October 10, 2003

County of Contra Costa
Public Works Department
255 Glacier Drive
Martinez, CA 94553

Attn: Public Works Department, Design/Construction Division

Re: El Sobrante Area Overlays/Pavement Replacement
Project No. 0662-6R4264-03
Prebid Meeting: October 12, 2003

Dear Mr. Clark:

ABC Construction Company is submitting the attached attendance sheet for already attending a pre-bid meeting within the last 12 months and chose not to attend this pre-bid meeting.

ABC Construction Company had attended a previous pre-bid meeting on July 17, 2003, for the remodeling of the Administration Building project. The Outreach Program requirements were discussed at that pre-bid meeting.

We understand that this correspondence will satisfy Indicator #2 of the GFE Outreach Program requirements.

Please contact us if you have any questions or require additional information.

Respectfully,

John Smith
Office Manager

3	Sufficient Work Identified for Subcontractors, Suppliers, Manufacturers, and Truckers	13 Points

Purpose: The Bidder has identified, listed and selected specific work items in the project to be performed by subcontractors, suppliers, manufacturers, and/or truckers. This Indicator provides an opportunity for participation by MBEs, WBEs, OBEs, SBEs, LBEs, and DVBEs. The Bidder divides the contract work requirements into smaller portions or quantities to permit maximum active participation of MBEs, WBEs, OBEs, SBEs, LBEs, and DVBEs, and to achieve the MSM percentage.

Action:

1. Identify and list items of work to be performed by subcontractors, suppliers, manufacturers, and/or truckers:

    a. In a paid advertisement (Indicator 4 Advertisement) in one or more daily or weekly newspapers, trade association publications, minority or trade oriented publications, or trade journals, such as the Daily Construction Service, Daily Pacific Builder or Small Business Exchange; or

    b. In a written notice (Indicator 5 Written Notice to Subcontractors, Suppliers, Manufacturers, and Truckers).

Required Documentation:

1. A copy of the Advertisement listing the areas of work identified for subcontracting. The name of the trade oriented publication or trade journal and the date the advertisement appeared must be visible; or

2. A copy of the written letter sent to subcontractors, suppliers, manufacturers, and/or truckers listing areas of work identified for subcontracting.

4	Advertisement	9 Points

Purpose: To make sure a large number of businesses are aware of the project and to outreach to MBE, WBE, OBE, SBE, LBE, DVBE businesses.

Action:

1. The Bidder must meet the following requirements:

    a. The advertisement must be placed not less than (10) calendar days prior to bid opening;

    b. The advertisement must list the name of the project;

    c. The advertisement is not to be a "plan holder(s)" advertisement provided by the publication;

    d. The advertisement must be a <u>paid</u> advertisement in one or more daily or weekly newspapers, trade association publications, minority or trade oriented publications, or trade journals, such as the Daily Construction Service, Daily Pacific Builder or Small Business Exchange; and

    e. The advertisement must include:
        (1) The County project name and number;
        (2) Name of Bidder;
        (3) Areas of work available for subcontracting (including suppliers, manufacturers, and truckers);
        (4) The Bidder's contact person's name, address, and telephone number;
        (5) Information on the availability of plans, specifications and requirements for the project; and
        (6) Bidders policy concerning assistance to subcontractors, suppliers, manufacturers, and/or truckers in obtaining bonds, lines of credit, and/or insurance.

Required Documentation:

1. A copy of the advertisement showing the name of the publication, the date of the advertisement, and/or proof of publication statement or other verification (documentation) that confirms the date the advertisement was published and the contents of the advertisement.

<u>Note:</u> The advertisement can also be used to satisfy Indicators 3, 7, and 10.

Advertisement

Example

Published by Eldridge Bid Reporter CALIFORNIA BID BULLETIN Issue #1399 May 23, 2003

Satisfies Indicator 4

ABC Construction Company is requesting sub-bids from qualified MBE/WBE/OBE/SBE/LBE/DVBE subcontractors, suppliers, manufacturers & truckers for: Contra Costa County Public Works Dept., 255 Glacier Drive, Martinez, CA

Satisfies Indicator 4

Project: North Broadway Area Infrastructure Program Phase 3.A
Project#: 0662-GR4141-02
Bid Due Date: 6-10-03 at 2 pm

Satisfies Indicator 4

For the following (but not limited to) work: traffic control, construction area signs, clearing, trucking, hazardous materials removal, grinding, minor concrete, striping, electrical, asphalt, concrete, storm drain pipe

Satisfies Indicator 3 & 4

If you are interested in bidding on this work or know someone who is, please contact Steve at 925-321-7654 Fax: 925-321-7655

Satisfies Indicator 4

Plans, Specs, and Requirements for the project are available for review at our office in Anytown or at the Contra Costa County Public Works Dept. 255 Glacier Drive, Martinez, CA., 94553 and are available for purchase online at www.cccounty.us/pwprojects.

Satisfies Indicator 4 & 7

For assistance in obtaining bonds, line of credit, and/or insurance for this project, please contact Steve at the noted phone number.

Satisfies Indicator 4 & 10

ABC Construction Company
123 Main Street
Anytown, CA 94553 Contact: Steve
925-321-7654
Fax: 925-321-7655

5	**Written Notice to Subcontractors, Suppliers, Manufacturers, and Truckers**	**10 Points**

Purpose: The Bidder provided written notice to subcontractors, suppliers, manufacturers, and truckers requesting bids for the identified work areas.

Action:

1. Bidder must send written notices (letters) not less than ten (10) calendar days prior to the date the bids are due.

2. Letters must contain:
    a. Areas of work to be subcontracted;
    b. County project name;
    c. Name of the Bidder;
    d. Bidder's contact person's name, address, telephone number;
    e. Information on the availability of plans, specifications and requirements; and
    f. Bidder's policy concerning assistance with bonds, lines of credit, and/or insurance.

3. Bidders should contact the agencies listed in the specifications to obtain current copies of Business Directories including MBE/WBE Directories.

Required Documentation:

1. A copy of each letter sent to available MBEs, WBEs, OBEs, SBEs, LBEs, and DVBEs.

2. If only one master letter was used, a copy of the letter should be submitted with a list of all recipients and their fax numbers.

3. Faxed copies must also include the fax transmittal confirmation log showing the date and time of transmission.

4. Mailed letters must include copies of the metered envelopes.

5. Mailed letters sent Certified must include a copy of the certified mailed receipt for each business.

Bidders using an Internet Outreach Service must submit the letter sent to the Outreach service that contains the required information, including the date the request was made. Bidders must also submit documentation from the Outreach service that lists their letter(s) showing the date they were sent by the Outreach service to subcontractors, suppliers, manufacturers, and truckers.

Note: The written notice can also be used to satisfy Indicators 3, 7, and 10.

Written Notice to Subcontractors
With Fax Transmittal

Example

HP LaserJet 3100 SEND CONFIRMATION
REPORT for
Printer/Fax /Copier/Scanner

ABC Construction Company
925-321-7655
May – 12 – 03 1:29 PM

Job	Start Time	Usage	Phone Number or ID	TYPE	Pages	Mode	Status
542	5/12 1:29pm	0'35"	19257484577	Send	1/1	EC144	Complete

Satisfies Indicator 5

ABC Construction Company
123 Main Street
Anytown, CA 98765
925-321-7655 Fax: 925-321-7655
abcconstruction@aol.com

INVITATION TO BID

October 10, 2003

The Electric Shop
1210 Cedar Avenue
Pleasanton, CA 94588

Telephone: 925-748-1327
Fax: 925-748-4577

ABC Construction Company is seeking quotes from qualified MBE/WBE/SBE/OBE/LBE/DVBE businesses and invites your bid/quote on the following listed project/contract:

Project: New Discovery House Facility, Martinez, CA
Approx. Value: $2,415,218
Owner: Contra Costa County
Bids Due: 6-12-03 at 2 pm

Satisfies Indicator 5

Seeking all trades including but not limited to: earthwork, asphalt, masonry, concrete, rebar, fencing, landscape, HVAC, plumbing, paint/wallcover, carpentry, cabinets, flooring, roofing, glass/glaze, electrical, fire protect, lath/plaster/drywall, structural steel, mechanical, sheet metal, toilet accessories, insulation and other related trades.

Satisfies Indicator 3 & 5

We are an equal opportunity employer and intend to seriously negotiate with qualified MBE/WBE/SBE/OBE/LBE/DVBE business enterprises for project participation. For assistance in obtaining bonds, lines of credit, and/or insurance please contact Roger Smith. Plans, specifications and requirements for the project are available for review at our office or at the Contra Costa County Public Works Dept. 255 Glacier Drive, Martinez, CA, 94553 and are available for purchase online at www.cccounty.us/pwprojects. Please contact us at the above listed number for further information regarding bidding on this project.

Satisfies Indicator 5 & 7 & 10

Please fax your response to: Rodger Smith at 925-321-7655
We will be bidding Yes _____ No _____

Sincerely,

Rodger Smith
ABC Construction Company

Note: The fax log is checked to confirm the fax was received. The fax confirmation sheet must indicate that the transfer took place (i.e. "ok", "complete" etc.)

Metered Envelope

Example

ABC Construction Company
123 Main Street
Anytown, CA 98765

U.S. Postage
05-15-03 0.37

Bud's Construction
P. O. Box 1995
Visalia, CA 93279

Certified Mail Receipt

Example

UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

ABC Construction Company
123 Main Street
Anytown, CA 98765

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Bud's Construction Co.
4532 Anystreet
Anytown, CA 95432-5431

2. Article Number
(Transfer from service label)

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☑ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? *(Extra Fee)* ☐ Yes

PS Form 3811, August 2001 Domestic Return Receipt 102595-01-M-2509

7001 0320 0005 8992 9081

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE
CERTIFIED MAIL

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

OFFICIAL USE

Postage	$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$

Postmark Here

Sent To Bud's Construction Co.
Street, Apt. No.; or PO Box No. 4532 Anystreet
City, State, ZIP+4 Anytown, CA 95432-5431

PS Form 3800, January 2001 See Reverse for Instructions

6	Follow-Up on Initial Solicitation	10 Points

Purpose: The Bidder must document efforts to follow-up with all or any subcontractors or businesses initially contacted (Indicator 5) to determine if they are interested in bidding and to answer any questions regarding the project.

Action:

1. Bidder must list **ALL** businesses initially contacted (sent letters) on a telephone log and must call **ALL** of the businesses. It is up to the Bidder to determine how many businesses it will initially contact. However the number of businesses initially contacted shall be sufficient for an adequate outreach effort.

2. The telephone log must include:
    a. The name of each business called;
    b. The telephone number of each business;
    c. The name of the person you spoke to within each business;
    d. The time of each call;
    e. The date of each call;
    f. The result of the conversation (will bid; will not bid, left a message, etc.) with each business; and
    g. List the name of the person(s) from your business who did the calling.

3. Remember, the Bidder must follow-up with **ALL** businesses it sent letters (to in Indicator 5).

Required Documentation:

1. Submit a copy of the telephone log.

Note: Follow-up is to **ALL** businesses initially contacted. For example, if 10 subcontractors per trade were contacted, follow up with all 10 businesses is required.

Follow Up On Initial Solicitation
Telephone Log

Example

ABC Construction Company
Contact List
Discovery House Facility

All Calls Made By
Rodger

Name of Firm Called	Telephone Number	Contact Person	Who did Calling	Time of Call	Date	Follow-up Conversation
Arrow Landscape	408-727-4915	Andrew Lang	Rodger	10:06 a.m.	6-27-00	Will Fax Bid
Bear Valley Plumbing	415-282-3404	Todd Lewinsky	"	11:14 a.m.	6-27-00	Not bidding
B&C Fence Company	408-578-5026	Dorthy Smith	"	11:52 a.m.	6-27-00	Left msg.
Delta Cement Co.	408-297-5666	Bob Valentine	"	4:20 p.m.	6-26-00	Yes will sent bid
Ebarra Landscape Services, Inc.	707-451-2105	Troy Torres	"	3:08 p.m.	6-26-00	No, will not bid
Flores Grading & Paving	916-383-2928	Ken Overton	"	1:57 p.m.	6-26-00	Not bidding
Gateway Electric, Inc.	510-222-2873	Christina Lee	"	10:39 a.m.	6-27-00	No
Hertz Air Conditioning Co., Inc.	510-522-8727	Ellen Young	"	3:33 p.m.	6-26-00	Will Fax Bid
Itachi Landscape	415-647-8955	Dan Kovaski	"	11:50 a.m.	6-27-00	Will Bid
Jett Fire Protection, Inc.	415-364-8081	Rita Holt	"	9:56 a.m.	6-27-00	Call back

7	Plans, Specifications And Requirements	5 Points

Purpose: The bidder has provided interested sub-contractors, suppliers, manufacturers and/or truckers with information about the plans, specifications, and requirements for the project.

Action:

1. Refer to Indicator 4, Advertisement to satisfy this Indicator. Bidder will make the plans, specifications, and other project requirements available to interested subcontractors, suppliers, manufacturers, and/or truckers; or

2. Refer to Indicator 5, Written Notice, to satisfy this Indicator. Bidder will make the plans, specifications, and other project requirements available to interested subcontractors, suppliers, manufacturers, and/or truckers.

Required Documentation:

1. Submit a copy of the Advertisement (Indicator 4) and/or Written Notice (Indicator 5) to subcontractors, suppliers, manufacturers, and/or truckers.

8	Contacted Recruitment/Placement Organizations	10 Points

Purpose: The Bidder has requested assistance from organizations that provide assistance in the recruitment and placement of MBEs, WBEs, OBEs, SBEs, LBEs, and DVBEs subcontractors, suppliers, manufacturers, and truckers.

Action:

1. Bidder must contact recruitment/placement organizations at least 15 calendar days prior to the submission of bid.

2. Letters must contain:
    a. Areas of work to be subcontracted;
    b. County project name;
    c. Name of Bidder and contact person's name in the business;
    d. The contact person's telephone number;
    e. A description of the availability of plans, specifications, and other requirements for the project; and
    f. The bidder's policy concerning assistance to subcontractors (including suppliers, manufacturers, and truckers) in obtaining bonds, lines of credit, and insurance

Required Documentation:

1. Submit a copy of **each** letter requesting assistance in recruiting MBEs, WBEs, OBEs, SBEs, LBEs, and DVBEs.

2. Faxed copies must also include the fax transmittal confirmation slip showing the date and time of transmission.

3. Mailed letters must include copies of the metered envelopes or certified mail receipts.

Recruitment/Placement Letter

Example

ABC Construction Company
123 Main Street
Anytown, CA 94553
925-321-7654
Fax: 925-321-7655

May 28, 2003

San Francisco Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102-6033
Phone: 415-431-5866
Fax No: 415-431-5764

RE: Business Directory

Please send us a copy of your Business Directory (including WBE and MBE businesses). We are bidding on the following project:

Project: New Discovery House Facility for the Health Services Department in Martinez
Bid Due Date: June 12, 2003

Trades needed (Include but not necessarily limited to:) Site Utilities, Grading & Paving, Striping, Landscaping, Concrete work, Reinforcing Steel, Misc. Metals, Insulation, Roofing, Doors and Hardware, Glass and Glazing, Plastering, Tile, Flooring, Painting, Toilet Partitions, Window Coverings, Fire Protection, HVAC, Plumbing, and Electrical.

For assistance in obtaining bonds, lines of credit, and/or insurance please contact our office. Plans, specifications and requirements for the project are available for review at our office or at the Contra Costa County Public Works Dept. 255 Glacier Drive, Martinez, CA 94553 and are available for purchase online at www.cccounty.us/pwprojects. Any help you can provide in helping us to reach businesses including MBE, WBE, DVBE Contractors will be appreciated.

Sincerely,

Cindy Young
Office Manager
925-321-7654 Ext 14

9	Negotiate In Good Faith	26 Points

Purpose: The Bidder has negotiated in good faith with interested MBEs, WBEs, OBEs, SBEs, LBEs, DVBEs and did not unjustifiably reject a satisfactory bid or proposals prepared by any business.

Action:

1. Bidder must submit copies of **ALL** bids received (i.e. bids selected and those that were not selected). Telephone and/or faxed quotes must also be documented.

2. Bidder must prepare a summary sheet organized by work areas/materials listing the following:
    a. **ALL** bids received (i.e., phone, fax, written, hand delivered bids, bids selected, and bids not selected);
    b. The name of the businesses (subcontractors, suppliers, manufacturers, and truckers) that submitted bids;
    c. The dollar amount of the bid for each business; and
    d. An indication of the businesses selected for the project.

Required Documentation:

1. Submit a copy of **ALL** (subcontractors, suppliers, manufacturers, and truckers) bids received by fax, telephone, in writing or in person even if the business was not selected for the project.

2. Submit a summary sheet that lists **ALL** businesses:

    a. List by trade (work areas);
    b. List name of each business that submitted bids/quotes to you;
    c. List dollar amount of each bid/quote; and
    d. Identify the business selected for each work area(s).

Note: If the Bidder decides to perform a subcontracting area of work, it must list its name and dollar amount of work to be performed in the summary. Bidders are not given credit for their own work in meeting the MSM.

Summary Sheet

Example

ABC Construction Company

New Discovery House Facility
4389 & 4645 Pacheco Blvd., Martinez
For the Health Services Department

	Subcontractor, Supplier, Manufacturer, and/or truckers	**MBE/WBE**	**Amount of Bid- Not Used**	**Amount of Bid-Used**	**"X" If Used Or Reason Not Used**
SITE WORK					
Site Utilities	Calhoun Bros			39,200	X
Site Utilities	Calhoun Bros			7,600	X
Site Utilities	A & B Construction			63,000	X
Site Utilities	Gateway Landscape			36,500	X
REBAR					
Rebar	Mission City Rebar	MBE		7,107	X
Rebar	California Rebar	DBE	11,482		Not Low
METALS					
Structural Steel	Solano Steel Eng			19,250	X
Structural Steel	Acosta Welding	MBE	17,465		Material only, did not include installation
Structural Steel	Tom's Welding & Fab	MBE	23,040		Not Low
WOOD & PLASTIC					
Carpentry				3,999	ABC Doing Work
Carpentry				4,955	ABC Doing Work
Carpentry	JR Stephens	MBE	113,491		Not Low
Carpentry	MLK Inc.		114,500		Not Low
THERMALS & MOISTURE PROTECTION					
Sheet Metal Roofing	Delta Bay Waterproofing			15,780	X
Sheet Metal Roofing	Insul Pro			10,350	X
Sheet Metal Roofing	Dubois Roofing			9,159	X
Sheet Metal Roofing	Quality Erectors	MBE/WBE		22,000	X Installation Only

Quote

Example

ABC Construction Company

925-321-7654
925-321-7655 Fax

Owned By U.S. Perma, Inc.

State License No. 439330 – Since 1962

Ceramic Mosaic Quarry Marble Granite Pavers Thin Brick

Date: June 19, 2003

Quote: 06190311
City: Martinez

QUOTE

Reference: DISCOVERY HOUSE FACILITY

Attention: Estimating

Base Bid: $40,938.00

Addendum's: 1 only

Inclusions

Ceramic tile lobby and restrooms. Mortar floor at restrooms, cement backer board at walls and lobby floor (included at $6,435.00). Waterproof membrane at restrooms floors.

Alternates

Exclusions

Demo & Prep

This is a price quote confirmation for the aforementioned project as set forth in the inclusions section of this form. This quote is in accordance with plans, drawings, and specifications as presented to us, or as specified by your company. Shop drawings are not included unless specified above. All labor, materials, taxes, freight, equipment, etc., necessary to attain a complete product are included unless otherwise stated. This bid shall be valid for a period of sixty (60) days.

Thank you,

John Smith

123 Main Street
Anytown, CA 94553

Quote

Example

ABC Construction Company
123 Main Street
Anytown, CA 94553

925-321-7654
925-321-7655 Fax

QUOTE

June 18, 2003

TO:
Bud's Construction
590 South Street
Anytown, CA 94804
Attn: Joe

RE: New Discovery House Facility Martinez

As per your request, we submit the following proposal for your approval:

Form, furnish and install concrete work to include footings, elevator walls, curb and gutters, sidewalks, driveway approach, label installation, excavate stockpile spoils.

TOTAL PRICE: $146,000.00

EXCLUSIONS: Engineering, layout, permits, fees, testing and inspection, demo, offhaul, waterproofing, dewatering, reinforcing steel, misc. iron and steel, caulking, sealing, hardeners.

We hope this proposal meets with your approval. Looking forward to hearing from you.

Sincerely,

John Smith

10	Bonds, Lines of Credit, and Insurance Assistance	7 Points

Purpose: The Bidder documents its efforts to advise and assist interested businesses in obtaining bonds, lines of credit, and insurance as required by the County or Bidder.

Action:

1. Document efforts to advise and assist interested MBEs, WBEs, OBEs, SBEs, LBEs, and DVBEs in obtaining bonds, lines of credit, and insurance.

    a. Refer to Indicator 4, Advertisement.
    Include information on Bidder's policy concerning assistance to subcontractors, suppliers, manufacturers, and/or truckers in obtaining bonds, lines of credit, and/or insurance; or

    b. Refer to Indicator 5, Written Notice.
    Include information on Bidder's policy concerning assistance to subcontractors, suppliers, manufacturers, and/or truckers in obtaining bonds, lines of credit, and/or insurance.

Required Documentation:

1. Submit a copy of the Advertisement (Indicator 4) and/or Written Notice to businesses (Indicator 5). Refer to advertisement examples and examples of written notice.

Note: Documentation submitted for Indicators 4 and 5 satisfies this indicator.

Letter of Intent to Perform as a Subcontractor/Supplier/Manufacturer/ Trucker

Purpose: The form documents the type and dollar amount of work each MBE/WBE subcontractor, supplier, manufacturer, or trucker intends to perform.

Action:

1. Bidder must send the Letter of Intent form to the selected MBE and/or WBE subcontractors, suppliers, manufacturers, and truckers to complete, sign and return to the Bidder. The Bidder must include all Letter(s) of Intent with their GFE documentation.

    a. Flood Control District/Public Works Department requires GFE documentation and Letter(s) of Intent to be submitted two (2) working days after bid opening.

    b. General Services Department requires GFE documentation and Letter(s) of Intent to be submitted three (3) working days after bid opening.

Required Documentation:

1. Submit a copy of the Letter of Intent form for each MBE and/or WBE.

    a. The form must be signed by the MBE/WBE subcontractor, supplier, manufacturer, or trucker, identifying the item(s) of work to be performed and the actual dollar value to be received.

Letter of Intent Form

Example

Contra Costa County
OUTREACH PROGRAM
Affirmative Action Office
651 Pine Street, Martinez, CA 94553
(925) 335-1045 Fax (925) 646-1353

LETTER OF INTENT TO PERFORM AS A
SUBCONTRACTOR / SUPPLIER / MANUFACTURER / TRUCKER

____ABC Construction Company_____
Name of Prime Contractor

____New Discovery House Facility, Martinez, CA_____
Name of Project

____WH54321_____
Project Number

The undersigned is a (check one):

___	Sole proprietorship	_X_	Corporation	___	Limited Liability
___	Partnership	___	Joint Venture		

Check the following which may apply.

MBE	WBE	SBE	LBE	DVBE
X Subcontractor	X Subcontractor	__ Subcontractor	__ Subcontractor	__ Subcontractor
__ Supplier	__ Supplier	__ Supplier	__ Supplier	__ Supplier
__ Manufacturer	__ Manufacturer	__ Manufacturer	__ Manufacturer	__ Manufacturer
__ Trucker	__ Trucker	__ Trucker	__ Trucker	__ Trucker
__ Other_____	__ Other_____	__ Other_____	__ Other_____	__ Other_____
Describe	Describe	Describe	Describe	Describe

__ None of the Above Apply

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail the particular work items or parts thereof to be performed):

__Painting_____

Total Amount Bid to Prime Contractor: $3,500.00_____

	CEO	12-10-03
Signature	Position Title	Date

Sam Williams_____
Name of Person Completing this Form (Print)

DEF Painters Co. 925-543-9876
Company Name Phone Number

925-543-9877
Fax Number

a:ltrintent
Revised 11-17-03