FIRE STATION #52 AND #53
SBEDA Eligibility

Certified by SCTRCA

HQ or Significant Business Presence in SAMSA

Registered in CVR
SBEDA Affirmative Procurement Initiatives (APIs)

Subcontracting Program

- M/WBE Subcontracting Goal: 23%
- AABE Subcontracting Goal: 2%
CITY OF SAN ANTONIO
SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: Fire Station #53
RESPONDENT NAME: 
SOLICITATION API: Minority / Women Business Enterprise (M/WBE) Subcontracting Program and African American Business Enterprise (AABE) Subcontracting Program

API REQUIREMENTS: Respondents must demonstrate commitment to satisfy a twenty-three percent (23%) M/WBE subcontracting goal. Moreover, two percent (2%) out of the M/WBE subcontracting goal is to be subcontracted to AABE firms. Segmented AABE goals target the participation of AABEs within select industries (Construction, Professional Services & Other Services) as identified by the availability in the Central Vendor Registry. Participation by AABE subcontractors automatically counts toward the M/WBE subcontracting goal.

Pursuant to the SBEDA Ordinance, M/WBEs and AABEs must also be certified as SBEs with the South Central Texas Regional Certification Agency (SCTRCA) and be headquartered or have a Significant Business Presence in the San Antonio Metropolitan Statistical Area to satisfy the above-stated goals. Self-performance by M/WBE and/or AABE prime respondents does not count towards these subcontracting goals.

Commitment to meet subcontracting requirements must be demonstrated by writing the company name, S AePS vendor number of each subcontractor/supplier, dollar value or percentage of participation on the contract, and type of work to be performed**. In the absence of a waiver granted by the Small Business Office, failure of a Respondent to commit to satisfying the M/WBE and AABE subcontracting goals shall render its response NON-RESPONSIVE.

For further clarification, please contact Gus Loeffelholz at (210) 207-3910.

<table>
<thead>
<tr>
<th>Enter Respondent's (Prime) proposed contract participation level.</th>
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<tbody>
<tr>
<td>Prime: $</td>
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<tr>
<td>S AePS Vendor #:</td>
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<tr>
<td>List ALL subcontractors/suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternates. Use additional pages if necessary.</td>
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<tr>
<td>Sub: $</td>
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<td>S AePS Vendor #:</td>
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** Prime respondent and all subcontractors/suppliers must be registered in the City of San Antonio Electronic Procurement System (SAePS). To learn more about how to register, please call (210) 207-0118 or visit http://www.sanantonio.gov/purchasing/saeps.aspx.
| Sub: | $ | % |  |
| SAEPS Vendor #: |  |  | SCTRCA #: |
| Sub: | $ | % |  |
| SAEPS Vendor #: |  |  | SCTRCA #: |
| Sub: | $ | % |  |
| SAEPS Vendor #: |  |  | SCTRCA #: |
| Sub: | $ | % |  |
| SAEPS Vendor #: |  |  | SCTRCA #: |

A. Total Prime Participation: $ %
B. Total Sub Participation: $ %
C. Total Certified Sub Participation: $ %
D. Total Prime & Sub Participation: $ %

A. Total base bid amount to be kept by prime.
B. Total amount prime will pay to certified and non-certified subcontractors/suppliers.
C. Total amount prime will pay to certified subcontractors/suppliers per the eligibility requirements stated above.
D. Total prime and subcontractor(s)/supplier(s) participation must equal your base bid amount (A+B).

If a business is not certified, please call the Small Business Program Office at (210) 207-3900 for information and details on how subcontractors and suppliers may obtain certification.

I HEREBY AFFIRM THAT I POSSESS DOCUMENTATION FROM ALL PROPOSED SUBCONTRACTORS/SUPPLIERS CONFIRMING THEIR INTENT TO PERFORM THE SCOPE OF WORK FOR THE PRICE INDICATED ABOVE. I FURTHER AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

Print Name: ___________________________ Sign: ___________________________ Title: ___________________________
Date: ___________________________

**FOR CITY USE**

Action Taken: Approved___________ Denied___________

ASSISTANT DIRECTOR
ECONOMIC DEVELOPMENT DEPARTMENT

Version 01/21/2014
A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the Respondent Subcontracting Waiver Request form with the solicitation response. Form is available at [http://www.sanantonio.gov/SBO/Forms.aspx](http://www.sanantonio.gov/SBO/Forms.aspx). Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal. Please refer to the Good Faith Effort Tips Sheet for SBEDA waiver for additional information on how to complete a Respondent/Vendor Subcontracting Waiver: [http://www.sanantonio.gov/Portals/0/Files/SBO/Forms/GFETips07232013FinalVersion.pdf](http://www.sanantonio.gov/Portals/0/Files/SBO/Forms/GFETips07232013FinalVersion.pdf)
Good Faith Effort Tips for SBEDA Waivers

1. Attend Pre-Submittal Conference: Respondent should indicate whether they attended the relevant pre-submittal conference.

2. Subdivide the Work: Respondent should demonstrate subdivision of the work into commercially useful disciplines or work elements that can be economically performed by certified small, minority and/or women-owned business enterprises (S/MWBEs), when feasible. It is the respondent's responsibility to demonstrate that sufficient work was made available to S/MWBEs to meet specified SBEDA requirements.

3. Advertise: Respondent should advertise in general circulation, trade publications, or minority/women’s business focused media for S/MWBE subcontractors at a reasonable time prior to the bid due date. A copy of the advertisement, showing the advertisement date(s), name of publication(s), type of work and amount of work being solicited, must be provided.

4. Use Public Databases and Minority/Women’s Business Focused Organizations/Services: Respondent should provide evidence of using the City’s NIGP Search website, the South Central Texas Regional Certification Agency (SCTRCA), and other organizations’ vendor directories/listings to solicit S/MWBE subcontractors.

5. Provide Relevant Information to Small Businesses: Provide documentation that respondent provided S/MWBEs with information regarding contract requirements, solicitation timing, and how to obtain plans and specifications, at a reasonable time (7-10 days) prior to the bid due date.

6. Directly Solicit Small Businesses: Respondent must provide documentation of directly soliciting S/MWBE subcontractors. Copies of emails and fax notices sent directly to SBEs and MWBEs should be submitted. A direct solicitation may include the type of work, amount of work, and a brief specific description of the work being solicited.

7. Offer Assistance: Respondent must provide documentation of efforts to assist S/MWBEs in obtaining bonding, insurance or equipment.

8. Document bid and negotiation results: Respondent should negotiate in good faith with interested S/MWBEs. The respondent should provide documentation of all the negotiations with S/MWBEs, unsuccessful and/or bids received but not accepted, and provide the following contact information: company name, telephone number, contact person, price bid (if applicable) and the reasoning for rejecting the bid for each unsuccessful bid.

9. Follow-Up with Vendors: Respondents must show evidence that they conducted a strong effort to include S/MWBEs in their response.

### Important Notes

**Respondents may request an Exception from SBEDA**

- Submit with response and are subject to SBO approval
  [http://www.sanantonio.gov/SBO/Forms.aspx](http://www.sanantonio.gov/SBO/Forms.aspx)

**All primes and subcontractors must be registered in SAePS**

- [http://www.sanantonio.gov/purchasing/saeps.aspx](http://www.sanantonio.gov/purchasing/saeps.aspx)
- For technical assistance please call (210) 207-0118

**Vendor listing available online**

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing to view or to download a listing of certified and non-certified vendors registered with the City.

**Assistance available developing proposal, completing the Utilization Plan and priority certification**

- Priority certification is not guaranteed before bid closing
- To download the application, please visit the SCRTCA website: [http://www.sctrca.org/](http://www.sctrca.org/)
Shuchi Nagpal, Economic Development Manager

- Shuchi.Nagpal@SanAntonio.gov
- (210) 207-1001

UTSA PTAC is available to provide assistance to SMWBEs

- Website: ptac.txsbdc.org
- Email: ptac@utsa.edu
- (210) 458-2458
Good Faith Effort Tips for SBEDA Waivers

1. Attend Pre-Submittal Conference: Respondent should indicate whether they attended the relevant pre-submittal conference.
   Tip: To receive credit for attending a pre-submittal conference, the attendee must be a person who will be directly involved with the project (i.e., owner, project manager, estimator, etc.). The Economic Development Department’s (EDD) Small Business Office (SBO) will obtain a copy of the sign-in sheet to confirm attendance.

2. Subdivide the Work: Respondent should demonstrate subdivision of the work into commercially useful disciplines or work elements that can be economically performed by certified small, minority and/or women-owned business enterprises (S/M/WBEs), when feasible. It is the respondent’s responsibility to demonstrate that sufficient work was made available to S/M/WBEs to meet specified SBEDA requirements.
   Tip: The work should be subdivided into categories or disciplines to allow for maximum SBE and M/WBE participation. For example:

   | Project Name: | Annual Contract for Various Departments Lawn Maintenance |
   | Work Elements: | Grounds Maintenance – 50% |
   |               | Landscaping – 20% |
   |               | Irrigation System Maintenance and Repair – 10% |
   |               | Litter/Removal Services – 10% |
   |               | Weed and Vegetation Control – 10% |

3. Advertise: Respondent should advertise in general circulation, trade publications, or minority/women’s business focused media for S/M/WBE subcontractors at a reasonable time prior to the bid due date. A copy of the advertisement, showing the advertisement date(s), name of publication(s), type of work and amount of work being solicited, must be provided.
   Tip: A copy of the advertisement should be submitted, including the date(s) of advertisement and name of publication.

4. Use Public Databases and Minority/Women’s Business Focused Organizations/Services: Respondent should provide evidence of using the City’s NIGP Search website, the South Central Texas Regional Certification Agency (SCTRCA), and other organizations’ vendor directories/listings to solicit S/M/WBE subcontractors.
   Tips: a.) Respondents may acquire a list of potential S/M/WBE subcontractors from the COSA Vendor Listing at http://sanantonio.gov/purchasing/vendorlisting.aspx through NIGP code search engine; b.) SCTRCA’s online listing of S/M/WBEs is available at http://sctrca.org/; c.) Respondents may use the services and assistance of the SBA, local chambers of commerce, S/M/WBE business associations, and other local outreach programs for locating and contacting S/M/WBEs; d.) To confirm if a potential S/M/WBE subcontractor meets the City’s SBEDA program eligibility, the respondent may contact EDD’s SBO; e) Contact the Small Business Office

5. Provide Relevant Information to Small Businesses: Provide documentation that respondent provided S/M/WBEs with information regarding contract requirements, solicitation timing, and how to obtain plans and specifications, at a reasonable time (7-10 days) prior to the bid due date.
   Tip: This documentation can include ad copies, emails, faxes or any other correspondence between respondent and S/M/WBEs indicating outreach efforts.

6. Directly Solicit Small Businesses: Respondent must provide documentation of directly soliciting S/M/WBE subcontractors. Copies of emails and fax notices sent directly to SBEs and M/WBEs should be submitted. A direct solicitation may include the type of work, amount of work, and a brief specific description of the work being solicited.
   Tip: Send emails or faxes to S/M/WBEs detailing the specific scope of work determined would lend to a subcontracting opportunity. Follow-up with a call to the S/M/WBEs to make sure they received your email or fax (some emails go directly to spam boxes). Document the S/M/WBE company name, contact person, phone number/email address, certifications, result of contact (left message, no answer, etc.) bid received and reason for rejection.

7. Offer Assistance: Respondent must provide documentation of efforts to assist S/M/WBEs in obtaining bonding, insurance or equipment.
   Tip: Submitting the offer to assist with bonding/insurance/equipment included in the ad copy, emails and/or fax correspondences during S/M/WBE outreach efforts satisfies this requirement.

8. Document bid and negotiation results: Respondent should negotiate in good faith with interested S/M/WBEs. The respondent should provide documentation of all the negotiations with S/M/WBEs, unsuccessful and/or bids received but not accepted, and provide the following contact information: company name, telephone number, contact person, price bid (if applicable) and the reasoning for rejecting the bid for each unsuccessful bid.
   Tip: If price was the reason for rejecting the bid, the respondent should document the price bid by both the rejected S/M/WBE and the accepted low bidder for that particular scope of work.

9. Follow-Up with Vendors: Respondents must show evidence that they conducted a strong effort to include S/M/WBEs in their response.
   Tip: Provide evidence that respondent attempted to reach S/M/WBEs multiple times and provide documentation of response from S/M/WBEs contacted.

   Tip: Respondents must submit this form with documentation or the waiver request will not be processed by the EDD SBO. As a reminder, respondents must also submit the Subcontractor/Supplier Utilization Plan with their response.
CERTIFICATE OF INTERESTED PARTIES (TEC FORM 1295)

The Form 1295 must be completed on-line by the business entity. It is accessible at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

After completing the form online, the business entity will print the form, sign it in front of a notary and submit form to the City with the bid/proposal, either electronically or by hard copy.

TEC IMPLEMENTATION

- Process requires a Business Entity to:
  - create an account (upon initial Log In)
  - complete a Certificate of Interested Parties (Form 1295), submit the form electronically to TEC, print it, have it notarized and submit it to the City

- Each Form 1295 created by a Business Entity is unique to the specific solicitation/contract for which it is created and filed

- A Business Entity must create a new Form 1295 for each solicitation/contract for which it submits a bid/proposal

Effective 01/01/2016