

## Louisville and Jefferson County Metropolitan Sewer District (MSD) Supplier Diversity MBE and WBE Program Policy and Procedures Manual

(Effective June 1, 2020)

#### **REQUIRED DOCUMENTS**

MSD requires all Bidders to provide detailed documentation concerning the efforts taken to comply with the objectives of this **Supplier Diversity MBE and WBE Program** — **Construction Subcontracting Goals**. Bidders who have met the designated MBE/WBE goals must submit the following complete information in their Bid Proposal to be considered responsive:

- A. The MBE and WBE subcontract goals shall be established on construction contracts valued at or above \$150,000.00, as determined by MSD, and is applicable to the ethnic and gender groups that had a statistically significant disparity in the 2018 Disparity Study. The total breakdown of the 35% subcontracting goals shall apply as follows: MBE: 18.0% African Americans and 2.0% Asian Indian Americans; and WBE: 15.0% Caucasian Females.
- B. Fully completed and signed MBE Data Sheet Number 1 (Bid Proposal forms) to report MBE firm's name(s), monetary amount of participation and a description of the services and/or materials supplied.
- C. Fully completed and signed WBE Data Sheet Number 1A (Bid Proposal forms) to report WBE firm's name(s), monetary amount of participation and a description of the services and/or materials supplied.
- \*\*D. A copy of the signed proposal from each MBE/WBE participant stating the terms of the Agreement between the Bidder and the MBE/WBE and the monetary amount for the services and/or materials supplied.

Bidders who have not received a complete waiver of the designated MBE/WBE goals must comply with the above requirements to be considered responsive to the Bid.

For further information regarding the requirements of this program, see the Supplier Diversity MBE and WBE Program Policy and Procedures Manual of this Contract, or call MSD's Supplier Diversity Manager at (502) 540-6503.

\*\*A proposal is a signed and dated letter or quote from each MBE/WBE subcontractor, on their respective letterhead, with an itemized scope of work and amounts and cumulative totals stating the terms of the Agreement between the Bidder and the MBE/WBE and the monetary amount for the services/materials to be supplied. MBE and WBE subcontractors shall perform a *Commercially Useful Function* in accordance with the MBE and WBE Program Policy and Procedures Manual.



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#### **Metropolitan Sewer District MBE Data Sheet Number 1**

The MBE goal being met, the Prime Contractor must submit the following information concerning the MBE firms to be used:

Total dollar amount of Contract: \$					
Total dollar amount of MBE participation: \$					
Total percentage					
scription of Constructi	on Work to b	e perform	ned is as foll	ows:	
MBE Subcontractor	Contact Person	Item	Quantity	Unit / Unit Price	Total Cost
				TOTAL	
ח	roject Name	& Contra	ot Numbor:		
Г	roject marrie	& Contrac	ot Mullibel		
Contractor:					
	Total dollar amount Total percentage scription of Construction MBE Subcontractor	Total dollar amount of MBE particles and percentage of MBE particles are particles and percentage of MBE particles are particles and percentage of MBE and percentage of MBE are particles are particl	Total dollar amount of MBE participation  Total percentage of MBE participation:  Scription of Construction Work to be perform  MBE Contact Item  Person  Total percentage of MBE participation:  Subcontractor Vork to be perform  The person Vork to be performed to be perform	Total dollar amount of MBE participation: \$  Total percentage of MBE participation:  scription of Construction Work to be performed is as followed by the second person   Subcontractor   Person   Pe	Total dollar amount of MBE participation: \$



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This MBE Data Sheet must be signed by	an authorized representative of the Bidder.
I hav	m that I am the authorized representative or re reviewed the information contained in the BE Data Sheet and affirm that the information
	_ Signature _ Title
	Address
	_ Address
	_ Phone
do hereby certify that the foregoing inst Commonwealth and County by me first duly sworn, declared that representative of	nd for the Commonwealth and County aforesaid rument was this day presented to me in said, who, being by is the authorized, and acknowledged execution of said
instrument as being his true and proper a	ct and deed.
WITNESS my hand this day of	, 20
My Commission Expires:	_ Notary Public:
[SEAL]	State of:
	Notary ID#
	Contract No.
	Contractor



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### **Metropolitan Sewer District WBE Data Sheet Number 1A**

The WBE goal being met, the Prime Contractor must submit the following information concerning the WBE firms to be used:

1.	Total dollar amount of Contract: \$					
2.	Total dollar amount of WBE participation: \$					
3.	Total Percentage	Total Percentage of WBE participation: %				
Des	scription of Construct	ion Work to b	e perform	ned is as foll	ows:	
	WBE Subcontractor	Contact Person	Item	Quantity	Unit / Unit Price	Total Cost
					TOTAL	
		Proiect Name	& Contra	act Number:		
	Project Name & Contract Number:  Contractor					



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This WBE Data Sheet must be signed by	an authorized representative of the Bidder.
I ha	rm that I am the authorized representative of ave reviewed the information contained in the BE Data Sheet and affirm that the information
	Signature Title
	Address
COMMONWEALTH OF KENTUCKY )	
COUNTY OF JEFFERSON )	
do hereby certify that the foregoing ins Commonwealth and County by me first duly sworn, declared that	nd for the Commonwealth and County aforesaid trument was this day presented to me in said, who, being by is the authorized, and acknowledged execution of said act and deed.
WITNESS my hand this day of	, 20
My Commission Expires:	Notary Public:
[SEAL]	State of:
	Notary ID#
	Contract No
	Contractor