

DMWBD PRE-BID
CONFERENCE INSTRUCTIONS

1. The City subcontractor/supplier goals on all City projects are for 15% MBE, 8% WBE, and 3% VBE participation. Because these are subcontractor/supplier goals, a bidder that is a City certified MBE, WBE or VBE may not count itself toward achievement of these goals.
2. Bid Documents:
 - a. BID-6, Subcontractor/Supplier List. Bidder must enter the names of all subcontractors and suppliers that will be used on the project for cost exceeding the amount specified in BID-6. All MBE, WBE and VBE firms must be submitted at time of bid. The type of work to be performed must be included, along with the total subcontract dollar amount, and whether the subcontractor is an MBE, WBE, or VBE firm.
 - b. BID-6B, MBE/WBE/VBE Compliance. Bidder must check one of two boxes, failure to do so results in non-responsive finding. First box: Bidder meets goals. A bidder will not be allowed to round up to meet the minimum participation goals. Bidder must have 15% MBE, 8% WBE, and 3% VBE. Second box: Bidder made good faith effort.
 - c. GOOD FAITH EFFORT. Bidder must provide an “Application for MBE/WBE/VBE Program Waiver” form to demonstrate good faith effort. This form is available at the DMWBD and on our web site at <http://www.indy.gov/eGov/City/DMWBD/MBE-WBE-VBE/Pages/FormsandResources.aspx>. On this form, Bidder must demonstrate all of the following:
 - 1) Advertisements in search of MBE/WBE/VBE contractors;
 - 2) Written notifications sent directly to MBE/WBE/VBE firms to solicit their participation on the project. Notices must provide sufficient time to allow them to participate;
 - 3) Efforts to select portions of the project to be performed by MBE/WBE/VBE firms;
 - 4) Evidence of negotiations with MBE/WBE/VBE firms for specific sub-bids and/or partnerships, to include name, address, phone & fax number, description of the info provided them, and why agreements with MBE/WBE/VBE were not reached;
 - 5) Evidence of technical assistance provided to MBE/WBE/VBE firms (bonding, insurance, and line of credit) to encourage their participation on the project;
 - 6) Research of other possible areas of MBE/WBE/VBE participation (suppliers, shipping, engineering); and,
 - 7) Other efforts to meet the MBE/WBE/VBE goals.
3. All MBE/WBE/VBE firms used on City projects must be so certified by the City of Indianapolis. If a potential MBE, WBE and VBE subcontractor is not certified by the City, they may still be counted, if they can provide the DMWBD with a complete certification application. A subcontractor on City projects will not be counted as MBE, WBE and VBE.

4. Purchases from an MBE, WBE, or VBE suppliers is allowed. The maximum credit is sixty percent (60%), and Brokers are counted at two-percent (2%), or their fee.
5. Post-bid submissions: CC-09 Form or DMWBD Letter of Compliance and Indiana Plan Form; Also include contracts or letters of intent signed by all MBE, WBE or VBE firms being used on the project (ITB 9.7).

FEDERAL/DBE (SRF) FUNDED PROJECTS
DBE REQUIREMENTS

1. The MBE , WBE and VBE goals for these projects are 15% M, 8% W, and 3% V. In addition to the overall M/WBE goals the owner has established minimum goals for certified DBE participation. The minimum DBE participation goals for this project are 5 % M/DBE and 6 % W/DBE. Certified MBE/WBE/VBE firms that also qualify as DBE shall also count toward meeting the DBE goals. Information shall be submitted on each DBE firm in the bid documents. DBE information must include evidence of certification.
2. A listing of State-certified DBE contractors and vendors are available at https://financial.gmis.in.gov/psc/guest/EMPLOYEE/ERP/c/SOI_APPS_MWBE.SOI_DBE_CERT_GBL?&.
3. Bidders are advised the apparent low bidder will be required to submit a DBE, MBE, WBE, VBE subcontracting plan .Bidders are also advised that the apparent low bidder's DBE/MBE/WBE/VBE subcontracting plan will be carefully reviewed prior to award of the contract. If the bidder fails to achieve the goals (DBE/MBE/WBE/VBE), the bidder will be required to provide documentation as contained in the program waiver form demonstrating their good faith efforts to meet the goals. A bid that fails to meet these requirements will be considered non-responsive.
4. The bidder must provide EPA Form 6100-2 (subcontractor participation form) to all of its DBE subcontractors. Bidders also must complete forms 6100-3 and 4 (performance and utilization forms) as part of their Post-Bid Submittals.
5. The Prime Contractor must pay its subcontractors for satisfactory performance no more than 30 days from Prime Contractor's receipt of payment from owner. The Prime must also notify the owner in writing prior to termination of any DBE/MBE/WBE/VBE. In addition, the Prime Contractor must use the good faith efforts to substitute or replace any DBE/MBE/WBE/VBE subcontractor.

The City of Indianapolis/Marion County is very interested in achieving maximum levels of disadvantaged, minority-, woman-, and veteran-owned business participation throughout the development and construction of Public Works projects. Good Faith efforts are expected and will be verified to insure compliance with these requirements.