



City of Fort Worth

Minority and Women Business Enterprise Specifications

SPECIAL INSTRUCTIONS FOR BIDDERS

APPLICATION OF POLICY

If the total dollar value of the contract is \$25,000 or more, the M/WBE goal is applicable.
 If the total dollar value of the contract is less than \$25,000, the M/WBE goal is not applicable.

POLICY STATEMENT

It is the policy of the City of Fort Worth to ensure the full and equitable participation by Minority and Women Business Enterprises (M/WBE) in the procurement of all goods and services to the City on a contractual basis. All requirements and regulations stated in the City's current Minority and Women Business Enterprise Ordinance apply to this bid.

M/WBE PROJECT GOALS

The City's M/WBE goal on this project is _____% of the total bid (Base bid applies to Parks and Community Services).

COMPLIANCE TO BID SPECIFICATIONS

On City contracts of \$25,000 or more, bidders are required to comply with the intent of the City's M/WBE Ordinance by either of the following:

1. Meet or exceed the above stated M/WBE goal, or
2. Good Faith Effort documentation, or;
3. Waiver documentation, or;
4. Joint Venture.

SUBMITTAL OF REQUIRED DOCUMENTATION

The applicable documents **must** be received by the Managing Department, within the following times allocated, in order for the entire bid to be considered responsive to the specifications. **The Offeror shall deliver the MWBE documentation in person to the appropriate employee of the managing department and obtain a date/time receipt. Such receipt shall be evidence that the City received the documentation in the time allocated. A faxed copy will not be accepted.**

1. Subcontractor Utilization Form , if goal is met or exceeded:	received by 5:00 p.m., five (5) City business days after the bid opening date, exclusive of the bid opening date.
2. Good Faith Effort and Subcontractor Utilization Form , if participation is less than stated goal:	received by 5:00 p.m., five (5) City business days after the bid opening date, exclusive of the bid opening date.
3. Good Faith Effort and Subcontractor Utilization Form , if no M/WBE participation:	received by 5:00 p.m., five (5) City business days after the bid opening date, exclusive of the bid opening date.
4. Prime Contractor Waiver Form , if you will perform all subcontracting/supplier work:	received by 5:00 p.m., five (5) City business days after the bid opening date, exclusive of the bid opening date.
5. Joint Venture Form , if utilize a joint venture to met or exceed goal.	received by 5:00 p.m., five (5) City business days after the bid opening date, exclusive of the bid opening date.

FAILURE TO COMPLY WITH THE CITY'S M/WBE ORDINANCE, WILL RESULT IN THE BID BEING CONSIDERED NON-RESPONSIVE TO SPECIFICATIONS

Any questions, please contact the M/WBE Office at (817) 392-6104.