

SECTION 00417 - SMALL BUSINESS ENTERPRISE (SBE) ASSURANCE AND PARTICIPATION

RED DEPARTURE DRIVE & AIRSIDE A & C GUIDEWAY REHABILITATION  
AUTHORITY PROJECT NOS. 7360 25 & 6860 21  
TAMPA INTERNATIONAL AIRPORT

Select one of the responses below. Failure to complete this section may be grounds for rejection of the Bid.

**Yes - Bidder Assures Prescribed SBE Goal.**

The Bidder assures that it will meet the SBE requirements stated in this Solicitation and the Hillsborough County Aviation Authority's SBE Policy and Program, and will subcontract with SBE firms certified as small business enterprises by the City of Tampa, Hillsborough County, City of St. Petersburg, Pinellas County, or as a Disadvantaged Business Enterprise (DBE) under the Florida Unified Certification Program (FLUCP), in an amount equal to at least 7% of the total dollar amount of the awarded Contract. The SBE Goal stated above is the minimum prescribed Goal; however, additional SBE participation is encouraged. The Bidder is required to submit a Letter of Intent for each SBE that will participate in the awarded Contract at the time the Bid is submitted to the Owner. The actual SBE contractual commitment will be the total amount of participation shown on the validated Letter(s) of Intent submitted by the Bidder. It is understood that the amounts shown on the Letter(s) of Intent are estimates and that actual amounts paid to SBE subcontractors may vary depending on the final adjustments of the estimated quantities; however, the Bidder's SBE contractual commitment can only be modified by an amendment or change order.

**OR**

**No - Bidder Does NOT Assure Prescribed SBE Goal.**

The Bidder is unable to assure SBE participation of the prescribed Goal of 7%, but will subcontract with SBE firms in an amount equal to at least \_\_\_\_ % of the total dollar amount of the awarded Contract. The Bidder must submit with its Bid a completed SBE Good Faith Effort Worksheet documenting Bidder's good faith efforts to meet the prescribed Goal. In determining whether or not the Bidder made sufficient good faith efforts to meet the Goal, the Owner will consider the factors listed in the SBE Policy and Program. The Bidder is required to submit a Letter of Intent for each SBE that will participate in the awarded Contract at the time the Bid is submitted to the Owner. The actual SBE contractual commitment will be the total amount of participation shown on the validated Letter(s) of Intent submitted by the Bidder. It is understood that the amounts shown on the Letter(s) of Intent are estimates and that actual amounts paid to SBE subcontractors may vary depending on the final adjustments of the estimated quantities; however, the Bidder's SBE contractual commitment can only be modified by an amendment or change order.

By: Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Bidder Representative's Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Bidder Representative's Signature)

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### **Letter of Intent Instructions Checklist**

Follow this checklist when completing the Letter of Intent.

- A separate Letter of Intent has been completed for each proposed SBE firm.
- The Bidder's name, address, telephone number, FAX number and e-mail address has been entered.
- The proposed SBE firm's name, address, telephone number, FAX number and e-mail address has been entered.
- The description of the work to be performed by the SBE firm has been entered.
- The amount of the proposed SBE firm's subcontract has been entered.
- The Bidder has completed and signed the Commitment section.
- The SBE firm has completed and signed the Affirmation section.
- A copy of the SBE firm's certification letter by the City of Tampa, Hillsborough County, City of St. Petersburg, Pinellas County or DBE certification letter under the Florida Unified Certification Program (FLUCP) is attached to the Letter of Intent. SBE firm should be certified in the NAICS code and/or description of work that Bidder has indicated as scope of services SBE will perform under the Contract.

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**Letter of Intent**

**NOTE: Failure to complete this statement may be grounds for rejection of the Bid.**

Name of Bidder's firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of SBE firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Description of work to be performed by SBE firm: \_\_\_\_\_

Amount of the SBE firm's subcontract \$ \_\_\_\_\_

**Commitment**

The Bidder is committed to utilizing the above-named SBE firm for the work described above.

By: Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Bidder Representative's Name:

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

(Bidder Representative's Signature)

**Affirmation**

By: Name of SBE Firm: \_\_\_\_\_

Date: \_\_\_\_\_

SBE Representative's Name:

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

(SBE Representative's Signature)

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**Letter of Intent**

**If the Bidder does not receive award of the Contract, any and all representations in this Letter of Intent will be null and void.**

**NOTE:** The cost of materials and/or supplies obtained and/or equipment leased by the SBE to perform the subcontract work (except supplies and equipment the SBE subcontractor purchases or leases from the prime contractor or its affiliate) may be included in the subcontract amount. In addition, the Owner will count 100% of the expenditures on materials and/or supplies obtained from a SBE manufacturer or regular dealer. With respect to materials or supplies purchased from a SBE which is neither a manufacturer nor a regular dealer, the Owner will count only the amount of fees or commissions charged for assistance with the procurement of the material or supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site.

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## SBE GOOD FAITH EFFORT WORKSHEET

**Name of Bidder:**

SBE

In determining if the Bidder made sufficient good faith efforts to meet the prescribed SBE contract Goal, the Owner will consider the factors listed in the SBE Policy and Program. If the Bidder is unable to meet the prescribed SBE contract Goal, this Worksheet must be completed and submitted with the Bid. Bidders must attach to this form sufficient documentation to enable the Owner to verify the information provided. Failure to complete this Worksheet form or provide sufficient supporting documentation may be grounds for rejection of the Bid. The Owner reserves the right to conduct further investigation concerning the Good Faith Efforts indicated and reserves the right to find that the Bidder did not make a Good Faith Effort even if this form is filled out. The Bidder may, although it is not required, document any other good faith efforts on separate sheets.

NOTE: Thorough written backup documentation in addition to this worksheet is required to substantiate the good faith effort.

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The following is a list of types of actions which the Owner will consider as part of the Bidder's good faith efforts to obtain SBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases. The Owner reserves the right to conduct further investigation concerning the Good Faith Efforts indicated and reserves the right to find that the Bidder did not make a Good Faith Effort even if this form is filled out. The Bidder may, although it is not required, document any other good faith efforts on separate sheets.

Good Faith Efforts: (Check Yes or No for each statement below)	Yes	No	Explain
1. Advertised in newspapers of general circulation, websites, trade associations, and Community-focus media concerning subcontracting opportunities prior to the Bid Due Date.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Selected portions of the work to be performed by SBEs in order to increase the likelihood of meeting the prescribed SBE Goal, including, where appropriate, breaking down contracts into economically feasible units to facilitate SBE participation.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Provided interested SBEs with adequate information about the plans, specifications or requirements of the Contract.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Negotiated in good faith with interested SBEs, not rejecting SBEs as unqualified without sound reasons after a thorough investigation of their capabilities.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Made efforts to assist interested SBEs in obtaining bonding, lines of credit, or insurance required by the Owner or the Bidder.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Effectively used the services of available small business organizations; small business trade or business groups; local, state and federal small business assistance offers; and other organizations that provide assistance in the recruitment and placement of SBEs.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Submitted a scope of work to SBE subcontractors, SBE sub-subcontractors, SBE suppliers, SBE sub-suppliers and so on, either directly or indirectly, with the intention of achieving, in whole or in part, the specified SBE Goal.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Fairly represented the SBE quotations in the formulation of its Bid.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Conducted Outreach Meeting(s).	<input type="checkbox"/>	<input type="checkbox"/>	

END OF SECTION