



REQUEST FOR PROPOSAL

AMI Water Meters
Twenty-Four (24) Month Term

Issued: February 4, 2021

Preproposal Meeting: February 16, 2021 at 2:00 pm

Due: 3:30 pm CST, February 23, 2021

Office of the Municipal Clerk of Jackson- RFP
219 South President Street
1st Floor
Jackson, MS 39201

REQUEST FOR PROPOSALS (RFP) FOR AMI WATER METERS
TWENTY-FOUR MONTH TERM
FOR THE CITY OF JACKSON

RFP RELEASE DATE: 2/4/2021

PREPROPOSAL MEETING: 2/16/2021 at 2:00 pm

PROPOSER INQUIRY DEADLINE: 2/16/21 at 5:00 pm

INQUIRY ANSWER DEADLINE: 02/18/21 at 3:30 pm

RESPONSES TO RFP DUE DATE: 2/23/21 3:30 pm

SUBMIT ALL PROPOSALS TO:

Office of the Municipal Clerk

219 South President Street

1st Floor

Jackson, MS 39201

Print on Outside Envelope

Company Name with Return Address

RFP AMI Water Meters—Twenty-Four Month Term

CONTACT:

Carla Dazet, Deputy Director, Department of Public Works

Telephone: (601) 960-2387

Email: cgamill@jacksonms.gov

Request for Proposals (RFP) from firms interested in providing products for the following proposed project, will be received until the date and at the location indicated below.

PROJECT NAME: City of Jackson AMI Water Meters RFP

LOCATION: Jackson, Mississippi

DESCRIPTION OF PROJECT: The City of Jackson, Mississippi (hereinafter "Jackson") is seeking vendor to supply AMI water meters, as needed, at proposed prices good for twenty-four months.

GENERAL SCOPE OF WORK: The City of Jackson is seeking proposals to provide AMI water meters and accompanying Automated Meter Infrastructure (AMI) equipment necessary to collect the data from the meters and convey it to the City's meter data management system. As a part of the proposal, the City will also require a propagation study by the successful proposer to establish the infrastructure needs for the system. The City has entered into a Master Utility Service Agreement with Sustainability Partners to provide AMI water meters as a service and has elected to issue this RFP for Sustainability Partners procurement of AMI water meters.

Sealed proposals will be accepted by Jackson until 3:30 p.m., on February 23, 2021. Sealed proposals must be submitted to the City of Jackson, attn: City of Jackson AMI Water Meters RFP

RFP REQUIREMENTS: Proposers shall submit one (1) original signed, six (6) copies and one (1) electronic thumb drive with a pdf of their response. For this RFP, all responses will be received by the Office of The City Clerk until 3:30 p.m., Central Time on February 23, 2021. Responses shall be placed in a sealed envelope, with the following markings placed on the outside front:

Company Name with Return Address
RFP: Jackson Water Meter Project

Alternatively, proposers may submit their RFP electronically through www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

The City's reservation of rights include, but are not limited to, the following:

- Reject RFP Responses
- Issuing addendum to the RFP
- Withdrawing, reissuing or modifying the RFP
- Requesting clarification and/or additional information from any proposer at any point in the process

1. General Information:

The City of Jackson is seeking proposals to provide AMI water meters. The City has entered into a Master Utility Service Agreement with Sustainability Partners to provide AMI water meters as a service and has elected to issue this RFP for Sustainability Partners procurement of AMI water meters.

The intent of this RFP is to solicit proposals for providing advanced metering infrastructure (AMI) water meters for the City of Jackson's use through its capital partner, Sustainability Partners.

The City will hold a preproposal meeting on February 16, 2021 at 2 pm. The City will determine at a later date whether the preproposal meeting will be by teleconference or in-person. To receive notification of the details of the preproposal meeting, the interested party must either register and obtain a copy of the RFP through Central Bidding at least 48 hours prior to the preproposal meeting or contact Carl Dazet at least 48 hours prior to the preproposal meeting. The City will email the location of an in-person meeting or the call-in information to each interested person at least 24 hours prior to the preproposal meeting. All potential proposers are strongly encouraged to participate in the preproposal meeting.

2. General water meter requirements:

- a) Water meters that provide integrated, time interval data not less than hourly.
- b) Water meters that replace existing water meters and increase the accuracy of the reads associated with the system through use of modern ultrasonic technology-based products.
- c) Water meters that increase the efficiency of the water system, lower operating costs, and aid in customer service.
- d) Water meters that use an Exclusive/Primary Licensed FCC Frequency, or equivalent, to enable robust operation, high-capacity bandwidth, interoperability with current and future applications and future upgrades and advancement.
- e) Water meters that provide leak detection on the customer side of the meter.
- f) Water meters using cellular communication are not allowed.
- g) The system must be capable of operating in both AMI fixed network and AMR drive by as a back-up system should the AMI infrastructure become inoperable WITHOUT physically changing out any part of the meter or physical manipulation to the meter.
- h) Water meters that only offer AMR functionality (drive-by reading) will not be considered. Water meters that must change a Radio Signal Device, Meter Transmitting Unit (MTU), or similar component to switch from AMI to AMR will not be considered.
- i) The meter must not have registers that need replacement or utilize endpoints to be affixed to meter.

j) For meters up to 4”:

- All cold-water meters must use solid state measuring technology with no moving parts
- All sensors and electronics shall be designed so that no direct exposure is made with water
- Meters shall be produced in an ISO 9001C facility
- The measurement technology shall use ultrasonic sensors featuring no moving parts
- Water meters between 5/8” and 4” shall be manufactured from lead-free 316 stainless steel, bronze, or brass
- The measuring chamber shall have no moving parts
- All sensors shall be completely separate of the fluid, and coatings and water quality shall not affect measurement accuracy

k) For meters larger than 4”

- The cold-water meter shall be a water meter that is suitable for a wide range of metering applications
- The meter shall be designed for general use with potable cold water up to 120°F
- The meter shall be fitted with a pulse output device that can be attached to a radio transceiver module or a data logger. The pulse output shall be programmed in the factory to meet the needs of the utility
- An encoder module shall be available for interface with AMR or AMI systems.
- The meter shall come in AWWA C701 Class II Turbine meter lay lengths.
- All flanges shall conform to ANSI B16.1 Class 125 standards

3. All proposers are required to respond as follows:

Please answer all questions in Appendix A and Appendix B for the water meter you are proposing. If you cannot answer, or if your answer needs qualification or explanation, please be as informative as possible. If answers vary with meter size, please elaborate. The answers to these questions will be used to evaluate your offering.

4. General Conditions:

Jackson reserves the right to reject any or all RFP proposals. Jackson reserves the right to waive informalities. Jackson reserves the right to cancel any contract awarded by this RFP process, if in its opinion, there is a failure to perform the Terms and Conditions and/or to adhere to the equipment specifications outlined in this RFP. Any contract termination shall not affect or impair any right or claim of damages by Jackson for any such breach. All items furnished must be

completely new and free from defects unless specified otherwise. Upon selection of the best proposal, the successful proposer and Sustainability Partners will negotiate the specific terms of the contract. The terms of such contract not exceed the term advertised and the meter prices shall not exceed those quoted in the proposal of the successful proposer.

5. Quotations:

Each respondent must choose its single best solution that meets the specification for this project. Each respondent must determine for themselves which solution to offer.

6. Cartage, Freight & Transportation Charges:

Unit prices shall include freight and delivery charges to locations in the city as specified by Jackson.

7. Warranty:

All equipment, accessories, and component parts shall be guaranteed to be free of defects in workmanship and design and to operate as specified and intended. The effective date of the warranty shall be the date of delivery. Each respondent is encouraged to propose extended warranties for the water meters. If available, extended warranties will be considered in evaluating the merits of the proposals. **COPIES OF ALL WARRANTIES SHALL BE INCLUDED WITH EACH RFP RESPONSE.** If, within the warranty period, any defect or signs of deterioration are noted, which, in the opinion of Jackson or Sustainability Partners, are due to faulty design, workmanship, or materials, upon notification, the successful respondent, at its expense, shall repair or replace the same to the complete satisfaction of Jackson or Sustainability Partners. All repairs, replacements or adjustments shall be made only at such time as determined by Jackson or Sustainability Partners to be the least invasive and inconvenient to Jackson and its customers. Any component which fails during the warranty period shall be replaced at respondent's expense.

8. Return Policy:

Please describe your return policy for any unused meters, including, without limitation, specific return process, return time period limit, restocking fee (if any), etc.

9. Interpretation:

Should any respondent have any questions as to the intent or meaning of any part of this RFP, he shall contact Carla Dazet by 5:00 pm on February 16, 2021 to receive a written reply before submitting their response. All replies will be in writing and will include the question and the response. All replies will be provided to all parties who have requested, or thereafter request, an RFP packet from

Jackson. If in the judgment of Jackson, there is a need to extend and/or cancel the submission deadline to better address any question raised, notice of such extension and/or cancellation of the RFP process will be provided in accordance with Mississippi law.

10. Errors in Proposals:

Respondents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting their response to this RFP. Failure to do so will be at the respondent's risk. In case of an error in extensions or pricing in the proposal, the unit price provided shall govern. It is the sole responsibility of the respondent to ensure that its response arrives at the proper place and time as required in the RFP. Late submissions will not be accepted. Jackson reserves the right to reject any incomplete or deficient proposals.

11. Federal and State Laws:

All items (equipment, products, accessories, and services) supplied by the Proposer shall comply with all Federal and State standards, applicable and effective on the date of acceptance. All items must meet or exceed all existing Federal, State, and Local health and safety standards.

12. Service Manuals:

The successful Proposer shall supply two hard copies and one electronic copy of the operation and service manual.

13. Qualified Respondents Only:

Jackson places substantial weight in this RFP process on the ability of the successful respondent to perform at the highest level and to provide an optimum quality product before, during, and after the completion of the Project. Accordingly, at a minimum, each Respondent shall meet the minimum requirements as follows:

- a) Respondents must be capable of processing the warranty claims for Jackson as part of ongoing service requirements.
- b) Respondents must have a facility with personnel assigned to it located within 25 miles of Jackson's corporate limits or be willing, as a condition of award, of establishing such a facility. The purpose of requiring such a facility is to ensure the ability to respond to warranty issues in a timely, consistent manner. Information in this respect should be included in respondent's submission to the RFP.

14. Evaluation:

The evaluation of this proposal will be based on the following criteria: price, equipment qualifications, service and support, quality of the response and such other factors as it determines are reasonable and necessary to obtain the highest

quality AMI water meters and support thereof in awarding any contract through this RFP process.

15. Rights of Respondent to Withdraw RFP Submission:

Respondents shall have the right to withdraw their response if selection is not made within 90 days after the submission date.

16. Equal Business Opportunity Program:

In accordance with Section IV of the City of Jackson's Equal Opportunity Executive Order No. 2014-3, each contractor, bidder or proposer shall submit a completed and signed Equal Business Opportunity Plan with bid submission.

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, every contractor, bidder or proposer shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Ordinance. Failure to comply with the City's ordinance shall disqualify a contractor, bidder or proposer from being awarded an eligible contract.

Please see Appendix C for the EBO Plan Application and more information about the EBO Program.

Appendix A

Date: _____

Proposing Firm _____

All proposers are required to respond to each the following:

Please answer the following questions for the meter manufacturer of the meters you are proposing. If you cannot answer, or if your answer needs qualification or explanation, please be as informative as possible. If answers vary with meter size, please elaborate. The answers to these questions will be used to evaluate your offering.

a) What make and model water meter are you proposing to supply?

Item	Description*	Make	Model
WM-1	5/8 x 3/4" x 7 1/2" Water Meter		
WM-2	1" x 10 1/4" Water Meter		
WM-3	1 1/2" x 13" Water Meter		
WM-4	2" x 17" Water Meter		
WM-3	3" x 12" Water Meter		
WM-4	4" x 14" Water Meter		
WM-5	6" Water Meter standard size		
WM-6	8" Water Meter standard size		
WM-7	10" Water Meter standard size		
WM-8	12" Water Meter standard size		

b) State the terms of the meter mechanical warranty; it is acceptable to attach terms to your response.

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c) State the terms of the meter electronics warranty; it is acceptable to attach terms to your response.

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- d) State the terms of the meter battery warranty; it is acceptable to attach terms to your response.

- e) How long has the meter manufacturer you are proposing been manufacturing ultrasonic water meters?

- f) Is the manufacturing of the ultrasonic meter and all of its components performed in-house or is it sub-contracted?

- g) If it was or is subcontracted, how long have they been manufacturing complete ultrasonic water meters in-house?

h) What is the documented 10-year failure rate of the in-house manufactured ultrasonic water meters?

i) What is the meter's accuracy?

j) State the meter's accuracy warranty; it is acceptable to attach terms to your response.

k) What are the low flow detection limits of the meters?

l) What is the accuracy of the meter at its low flow detection limit?

m) Does the AMI meter have the ability to vary its output signal strength? If so, please elaborate.

n) Please provide your company history.

o) Please provide three references.

Appendix B Proposers Proposal Pricing

Date: _____

Proposing Firm _____

The goal of this Project is to provide equipment, installation for a fixed base meter reading for Jackson that fully meets the requirements contained within this document. Responding firms who meet all criteria outlined herein are invited to present a proposal addressing the following scope of work:

Item Number	Description*	Unit Price**
WM-1	5/8 x 3/4" x 7 1/2" Water Meter	
WM-2	1" x 10 1/4" Water Meter	
WM-3	1 1/2" x 13" Water Meter	
WM-4	2" x 17" Water Meter	
WM-3	3" x 12" Water Meter	
WM-4	4" x 14" Water Meter	
WM-5	6" Water Meter standard size	
WM-6	8" Water Meter standard size	
WM-7	10" Water Meter standard size	
WM-8	12" Water Meter standard size	
I-1	Repeater (If Required)	
I-2	AMI Collector	
I-3	List any other required AMI components	

*All equipment contained herein must meet the specification outlined herein.

**Quantity is one unit; Sustainability Partners has the right to order any quantity.

Company Address:

Phone: _____

Email: _____

Signature of respondent. By signing below respondent acknowledges that they have the authority to sign on behalf of the responding company:

Signature: _____

Appendix C

CITY OF JACKSON, MISSISSIPPI

Chokwe A. Lumumba, Mayor

EQUAL BUSINESS OPPORTUNITY (EBO) PLAN

Department of Planning and Development
Division of Equal Business Opportunity

200 South President Street
Jackson, Mississippi 39205
(601) 960-1856

CITY OF JACKSON, MISSISSIPPI

EQUAL BUSINESS OPPORTUNITY EXECUTIVE ORDER

LEGAL NOTICE

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, every contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity (EBO) Plan with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Executive Order. Failure to comply with the City's Executive Order shall disqualify a contractor, bidder or offeror from being awarded an eligible contract.

For more information on the City of Jackson's Equal Business Opportunity Program, please contact the Division of Equal Business Opportunity at 960- 1856. Copies of the EBO Executive Order EBO Plan Application, EBO Program, the MBE/FBE Directory and the MBE/FBE Certification Affidavit are available at 200 South President Street, Suite 223, Jackson, Mississippi.



(EBO FORM 7-1-20U)

EQUAL BUSINESS OPPORTUNITY SPECIAL NOTICE TO BIDDERS

POLICY

The City of Jackson is committed to the principle of non-discrimination in public contracting. Therefore, the City of Jackson requests that prospective vendors and contractors carefully examine their method of selecting subcontractors and suppliers, to ensure that they are not either actively, or passively, discriminating against MBEs and FBEs. As a bidder seeking to do business with the City of Jackson, you are expected to adhere to a policy of nondiscrimination, and to make the maximum practicable effort to ensure that historically underutilized firms are given an opportunity to participate in the performance of contracts financed in whole, or in part, with City funds.

DEFINITIONS

For purposes of this policy, the following definitions will apply:

- (1) "African American Business Enterprise (AABE)" shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more African Americans and certified as such by the Division of Business Development.
- (2) "Asian American Business Enterprise (ABE)" shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more Asian Americans, and certified as such by the Division of Business Development.
- (3) "Hispanic Business Enterprise (HBE)" shall mean a business that is an independent and continuing enterprise for profit performing a commercially useful function and is owned and controlled by one or more Hispanics, and certified as such by the Division of Business Development.
- (4) "Minority Business Enterprise (MBE)" shall mean a business which is an independent and continuing operation for profit, performing a commercially useful function as is owned and controlled by one or more non-White persons regardless of gender.
- (5) "Female Business Enterprise (FBE)" shall mean a business which is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more females regardless of any race and certified as such by the City of Jackson's Division of Business Development.

OBLIGATION

The Contractor and any Subcontractor shall take all necessary and reasonable steps to ensure that MBEs and FBEs have a maximum opportunity to compete for and participate in the performance of any portion of the work included in this contract and shall not discriminate on the basis of race, color, national origin, or sex. If it is determined that there is a significant underutilization of MBEs and FBEs, the Equal Business Opportunity Officer is empowered, pursuant to section 127-8 of the Equal Business Opportunity Executive Order, to conduct an investigation to determine the reasons for the underutilization.

GOALS

The goals for participation by MBEs and FBEs are established by the Equal Business Opportunity Executive Order of the City of Jackson. The Contractor shall exercise all necessary and reasonable steps to ensure that participation meets or exceeds the contract goals. The goals may be attained by subcontracting to, procuring materials from, and renting equipment from MBEs and FBEs. *(See Subcontractor/Supplier Participation guidelines below.)*

The Equal Business Opportunity participation goals are as follows:

PROCUREMENT CATEGORY	Asian (ABE)	African - American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services	0.16	8.67	0.00	0.00	1.96
Construction	0.00	12.41	0.37	0.00	4.89
Goods & Non-Professional Services	0.04	6.78	0.02	0.00	3.03

Those portions of the contract that are proposed for MBEs and FBEs in the response to this bid shall be listed on the attached Equal Business Opportunity Plan.

For specific information about the Equal Business Opportunity Plan, please contact the Office Equal Business Opportunity at (601) 960-1856.

*Non-white female firms cannot be utilized twice on the EBO Plan even though those firms can be certified as either ABE, AABE, HBE, NABE, FBE or both. The firm can only be utilized in one category to fulfill the minority participation goals on the EBO Plan.

Contractors may employ AABEs, HBES, ABEs or FBEs to meet the applicable project goals through various methods, as follows:

A. Subcontractor Participation

- (i) Where a prime contractor utilizes one or more subcontractors to satisfy its equal business opportunity commitment, the prime contractor may count toward its EBO Plan only expenditures to MBE (AABE, HBE, or ABE) or FBE contractors that perform a commercially useful function in the work of the contract.
- (ii) An MBE or FBE subcontractor is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities

by actually performing, managing and supervising the work involved. In determining whether an MBE or FBE subcontractor, is performing a commercially useful function, factors, including but not limited to the following, will be considered:

- (a) the amount of work subcontracted;
 - (b) the type of prime contract;
 - (c) whether the business has the skill and expertise to perform work for which it is being/has been certified;
 - (d) whether the business actually performs, manages and supervises the work for which it is being/has been certified; and
 - (e) whether the business purchases goods and/or services from a non-minority/women business enterprise and simply resells goods to the city, city contractor, or other person doing business with the city for the purpose of allowing those goods to be counted towards fulfillment of the minority/women business enterprise utilization goals.
 - (f) standard industry practices.
- (iii) Consistent with standard industry practices, an MBE or FBE subcontractor may enter into second tier subcontracts. If an MBE or FBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-minority, non-female owned firm than would be expected on the basis of standard industry practices, it shall be presumed that the MBE or FBE subcontractor is not performing a commercially useful function.

B. Suppliers Participation

Where a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, in whole or in

- (i) 100 percent of the contract amount for MBE or FBE suppliers who manufacture the goods supplied.
- (ii) 100 percent of the contract amount for MBE and FBE suppliers who are wholesalers warehousing the goods supplied or who are manufacturers • representatives, provided that only 25 percent of the applicable MBE or FBE goal may be attained by non-manufacturing supplier contracts to MBEs or FBEs.
- (iii) For those contracts where an extraordinarily large proportion of the contract price is for equipment or supplies, a lower project goal may be set than otherwise would be required, or the 25 percent limit for suppliers may be increased, or a combination of these two methods may be utilized.

C. Joint Ventures and Mentor -Protege Programs

- (i) The Division of Equal Business Opportunity shall encourage, where economically feasible, the establishment of joint ventures and mentor protégé programs to ensure prime contracting opportunities for African American, Hispanic, Asian American, Native American and Female Business Enterprises on all eligible projects over \$3,000,000.00. Even if the prime itself is a MBE, a joint venture between prime contractors and MBEs is strongly encouraged on all projects exceeding three million dollars (\$3,000,000.00).
- (ii) Where a contractor engages in a joint venture to satisfy its Equal Business Opportunity

Commitment, the Equal Business Opportunity Officer shall review and approve all contractual agreements regarding:

- (a) The initial capital investment of each venture partner;
- (b) The proportional allocation of profits and losses to each venture partner;
- (c) The sharing of the right to control the ownership and management of the joint venture;
- (d) Actual participation of the venture partners in the performance of the contract;
- (e) The method of and responsibility for accounting
 - (f) The methods by which disputes are resolved; and
 - (g) Other pertinent factors of the joint venture.

On the basis of these factors, the Equal Business Opportunity Officer shall determine the degree of AABE, HBE, ABE, or FBE participation resulting from the joint venture that may be credited towards the applicable EBO goals of the project.

The bidder or offeror shall provide the Equal Business Opportunity Officer access to review all records pertaining to joint venture agreements before and after the award of a contract reasonably necessary to assess compliance with this policy.

The Equal Business Opportunity Program also encourages Mentor-Protégé programs to assist African American, Hispanic, Asian American, and Female business enterprises in financing, bonding, construction management and technical assistance. Mentor-Protégé agreements will be reviewed by the Equal Business Opportunity Officer for final approval of the following terms of each agreement:

- (a) type of technical assistance to be provided by mentor;
- (b) rights and responsibilities of each mentor and protégé contracting activity;
- (c) the specific duration of the agreement;
- (d) the amount of participation by the protégé that may be credited toward the applicable EBO goal.

EQUAL BUSINESS OPPORTUNITY PLAN

In accordance with Section IV of the City of Jackson's Equal Opportunity Executive Order No. 2015-3, each contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity Plan with bid submission. Such plan should be titled "Equal Business Opportunity Plan (EBO Plan)" and should include the following:

- A. Names, addresses and contact persons of each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise to be used in the contract.
- B. The type of work or service each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise will perform.
- C. The dollar value of the work or service to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.
- D. Scope of the work to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.

Waiver

If the EBO Plan does not meet the project goals, the bidder or offeror must seek a partial or total waiver of the project goals. The application for waiver of all or part of the project goals must include full documentary evidence of the bidder's or offeror's good faith efforts (*see EBO Plan Application*) to meet the project goals and why the request for waiver should be granted. The application shall be in writing and submitted as a part of the bid or offer. It should include a narrative, affidavits and/or exhibits which verify the actions taken by the bidder or offeror to meet the goals.

Replacement

If a MBEIFBE Subcontractor cannot perform satisfactorily, the Contractor shall take all necessary reasonable steps to replace the Subcontractor with another MBEIFBE Contractor. All MBEIFBE replacements must be approved by the EBO Review Committee and the Department. (*See EBO Plan Application*)

To demonstrate necessary reasonable efforts to replace any Subcontractor that is unable to perform successfully, the Contractor must document steps taken to subcontract with another MBEIFBE Contractor.

CITY OF JACKSON, MISSISSIPPI
EQUAL BUSINESS OPPORTUNITY PLAN
APPLICATION

I. Company Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Telephone: (____) _____
E-mail: _____

II. Bid Name and Number: _____

III. PROPOSED MINORITY AND/OR FEMALE SUBCONTRACTORS: *(SEE ATTACHMENTS)*
If a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, all MBE or FBE supplier participation will be credited in accordance to Section VI(C)(1) of the EBO Executive Order No.2014-3

IV. Total Bid Amount: \$ _____

V. ☐ WAIVER REQUESTED *(If you fail to meet either or all of the EBO Participation Goals check this box and follow the directions to provide the required •WAIVER STATEMENT. The "Waiver Statement" should be submitted on company letterhead to the EBO Officer.)*

* *The bidder/offeror shall provide the following as evidence of its good faith efforts and will be evaluated on the same:*

- (a) Copies of written notification to MBEs and FBEs soliciting their participation as a subcontractor.
- (b) Evidence of efforts made to divide the work into economically feasible units in order to increase the likelihood of meeting the EBO participation goals.
- (c) Evidence of efforts made to negotiate with MBEs and/or FBEs, including, at a minimum:
 - 1. The names, addresses, and telephone numbers of the MBE and FBEs who were contacted.
 - 2. A description of the information provided to MBEs and FBEs regarding the plans and specifications for portions of the work to be performed.
 - 3. A statement of reasons why additional agreements with MBEs and

FBEs, if needed to meet the stated goals, were not reached.

4. Evidence of efforts made to assist the MBEs and FBEs contacted who need assistance in obtaining bonding and insurance which the bidder or offeror requires.
5. For each MBE and FBE contacted which the bidder or offeror considered to be not qualified, include a written statement of the reasons for the bidder's or offeror's conclusion.
6. Written quotes solicited from all MBEs and FBEs seeking subcontract work with Prime Contractors at the time of the bidding.
7. A statement with supporting documentation and affidavits indicating whether the offeror has used MBEs and/or FBEs as joint venture partners or subcontractors in past or present private sector contracts in Jackson.

**If you are unable to locate an MBF/FBE, please contact tire Business Development Division at (601) 960-1055.*

VI. Minority and Female Business Enterprise Actual Participation for this Bid/Offer/Proposal:

*(*Please list your MBE and FBE Project Participation percentages (%) in the Table below.)*

PROCUREMENT CATEGORY	Asian (ABE)	African- American (AABE}	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services					
Construction					
Goods & Non-Professional Services					

VII. REPLACEMENT OF MBE/FBE

If an MBE or FBE is not performing satisfactorily, it is the responsibility of the Prime Contractor to notify the EBO Office immediately both in writing and by phone. All MBFJFBE replacements must be approved by the Equal Business Opportunity Review Committee (EBORC). If these steps are not taken this will result in penalties as outlined in Section XI of the EBO Executive Order No. 2014-3

VIII. CERTIFICATION

I certify, under penalties of perjury, that the information contained in this Equal Business Opportunity Plan Application is true and accurate to the best of my knowledge, and that my company fully intends

to utilize all MBEs and FBEs listed if awarded the proposed project and/or service and abide by all EBO guidelines.

Authorized Signature and Title

Date

PRINT "*AUTHORIZED*" NAME HERE: _____

EQUAL BUSINESS OPPORTUNITY PLAN APPLICATION -- ATTACHMENT
Proposed Minority/Female Business Enterprise Firms
(This Sheet is to be duplicated and used for each firm)

Company Name: _____ Type Trade/Business: _____

Address: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

_____ Female (FBE)

_____ African-American (AABE)

_____ Asian (ABE)

Contact Person: _____

_____ Hispanic (HBE)

_____ Native American (NABE)

Telephone Number: _____

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor

_____ Supplier

_____ Joint Venture

_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %