

## **Wishard Hospital Replacement Facility Project Diversity Plan**

### **I. STATEMENT OF COMMITMENT**

Wishard Hospital Replacement Facility Project Diversity Plan is a sound and strategic investment for both Marion County and Wishard. Wishard seeks to enhance the diversity of businesses that compete for work with Wishard, improve competition and position its procurement and contract strategies to align with the diversity of businesses in the City and surrounding metropolitan areas.

Wishard will provide the maximum practicable opportunity to participate in competition for any and all procurement and contracts for the Wishard Hospital Replacement Facility Project to the full range of business enterprises, which include minorities, women, and veteran (M/W/VBE) owned businesses. Where possible, Wishard will work to provide like opportunities for businesses owned by persons with disabilities. The institution is committed to maximizing all such opportunities.

Through the Wishard Hospital Replacement Facility Project Diversity Plan, we are pleased to pursue this initiative to support the economic needs of the City of Indianapolis and the vital role diversity plays in the state, national and global marketplace.

Matthew R. Gutwein  
President and CEO  
Health and Hospital  
Corporation of Marion County

### **II. MISSION/VISION STATEMENT**

Marion County voters approved the project to construct the new Wishard Hospital Replacement Facility, hereafter referred to as "Project," with an overwhelming 85 percent total in the November 3 special election of 2009 – a record for capital project referenda in the county.

Wishard is committed to diversity and the inclusion of participation from businesses owned by minorities, women, people with disabilities, and veterans, for the construction of the Project through the Wishard Hospital Replacement Facility Project Diversity Plan, hereafter referred to as "Plan."

This Plan will be implemented by representatives of Wishard, Health Hospital Corporation, the City of Indianapolis Department of Minority and Women Business Development and The New Wishard Transformation Team for the Project, hereafter referred to as the "Team."

### **III. OVERVIEW OF PROJECT**

Wishard is a community-based healthcare system. For 150 years, Wishard has provided high quality, cost-effective healthcare to the residents of Marion County. The Joint Commission has accredited Wishard, and Wishard hosts nationally recognized programs including Midtown Community Mental Health Center, a Level I trauma center, senior care, comprehensive stroke care and a regional burn center. Wishard Health Services is the public hospital division of the Health and Hospital Corporation of Marion County. Indiana University School of Medicine physicians provide patients with a comprehensive range of primary and specialty care services.

This Project is to replace the existing Wishard Memorial Hospital facilities, located at 1001 West 10th St., Indianapolis, IN 46202. The Project includes the construction of an approximately 1.2 million square foot facility on an approximately 37-acre site at the western end of the Indiana University-Purdue University Indianapolis (IUPUI) campus, north of Michigan Street in Indianapolis. This Project includes 315 inpatient beds, 18 operating rooms and four interventional labs, 12 labor and delivery rooms, a 90-bed treatment room emergency department with a 20-bed clinical decision unit, and more than 200 ambulatory clinic exam rooms. Additionally, the Project includes an administrative office building, structured parking for approximately 2,400 cars and central engineering facilities that will provide all needed utility services.

Wishard is committed to the delivery of a Project that results in a positive economic impact for the community and is dedicated to the creation of an inclusive project delivery process that results in the participation of M/W/VBEs and business enterprises owned by people with disabilities, in all phases of the Project.

The size and scope of this Project increases the visibility and interest of a variety of diverse stakeholders, bringing with it a high degree of expectation and community interest. We at Wishard are committed to the development and creation of a project environment that reduces barriers to participation and operates with transparency, accountability and proactive communication with its many stakeholders.

This document reaffirms Wishard's commitment to engage minority-, women- and veteran-owned business enterprises through a positive and continuous business process of specific policies and practices designed to ensure the successful utilization of M/W/VBEs in contract opportunities associated with this Project.

#### **IV. OVERALL GOALS AND OBJECTIVES**

- Maximize the opportunities for inclusion of M/W/VBEs in the construction of the Project.
- Exceed City goals of 15 percent, 8 percent and 3 percent, respectively, for participation of M/W/VBEs in the construction of the Project.
- Build capacity of local M/W/VBEs through the construction of the Project.

While the Plan establishes the overall Project goals listed above, Wishard reserves the ability to adjust the goals for individual trade bid packages as may be appropriate, based upon the understood capacity available within our community. These adjustments shall be made with the advice and guidance of our Team to create the opportunity for maximum participation within each trade bid package. It is further understood that there may be elements of the Project where capacity is limited to the extent that these elements may be excluded or reduced in a given trade bid package.

#### **V. DEFINITIONS**

**Minority Business Enterprise (MBE):** At least 51 percent of ownership must be minority member(s) for a business to qualify as a Minority Business Enterprise. Minority group members are citizens or permanent residents of the United States who are Black, Hispanic, Asian Pacific Islanders, American Indians or Alaskan Natives.

**Women Business Enterprise (WBE):** At least 51 percent of ownership must be women or controlled by women who are citizens or permanent residents of the United States for a business to qualify as a Women Business Enterprise.

**Veteran Business Enterprise (VBE):** The City of Indianapolis considers a firm that has registered with the U.S. Department of Veteran Affairs to be a Veteran Business Enterprise. A Veteran is a person who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard, for any length of time and at any place and who was discharged or released under conditions other than dishonorable.

#### **VI. M/W/VBE AVAILABILITY/CAPABILITY**

In recent history, organizations have utilized MBEs and WBEs in the construction of large capital projects in Indianapolis, such as the Indianapolis International Airport, Indianapolis-Marion County Central Library, Lucas Oil Stadium and Indiana Convention Center. Through the course of this Project, Wishard shall strive to continually update and understand the capacities and availability of our M/W/VBE resources.

Implementation Responsibilities:

The Team will conduct market availability research for each trade and service needed for the Project. Market research will allow Wishard to set appropriate goals to maximize utilization of M/W/VBE firms in the Project. The Team will be responsible for the analysis and reporting of available opportunities for inclusion of M/W/VBEs for the Project. The Team will determine appropriate and achievable goals for inclusion in the Project and make recommendations on appropriate and attainable goals for Project packages, in support of overall Project goals.

#### **VII. WISHARD HOSPITAL REPLACEMENT FACILITY CONTRACT OPPORTUNITIES**

Wishard will make many contract opportunities available to M/W/VBE firms. The Project consists of several components, which will be bid over the course of several years. Wishard, as a part of its diversity program and

community involvement, will pursue contract package strategies intended to allow greater participation. The bid package strategy is dynamic in nature due to the ongoing revisions to the facility program, availability of design documents and the assembly of packages to promote local and diversity goals. It is the goal of the Team to develop contract package strategies to maximize opportunities for M/W/VBE firms to participate on the Project and make firms aware of the available packages. A summary of the various Project components is available on the Project website ([www.thenewwishard.org](http://www.thenewwishard.org)).

**See Section 013216 – Project Schedules for More Information**

**VIII. WISHARD CONTRACT COMPLIANCE PROGRAM**

Failure of the Contractor to carry out Wishard's Plan provisions shall constitute a breach of contract and may result in termination of the Contractor for default or such remedy as Wishard may deem appropriate. Wishard reserves the right to apply legal and contract remedies available under federal, state and local law, including but not limited to, responsibility determinations in future contracts, assessed liquidated damages, suspension/debarment procedures and forfeiture of profits as provided elsewhere.

**Definitions**

**Prime Contractor:** A Prime Contractor is a firm that holds a direct contract with the Owner. In order to become a Prime Contractor a firm must understand the full complement of bid documents and submit a responsive and responsible bid as defined by the bid documents. Primes are typically identified during the bidding process on the Planholder's list for the information of the entire bidding community.

**Subcontractor:** A Subcontractor is a self-performing firm that contracts directly with a Prime Contractor and holds no direct contractual relationship with the Owner.

**Supplier:** A Supplier is a firm that owns, rents or leases a warehouse or other facility in which the materials for the contract are stored and where similar materials are regularly sold to the public.

**Broker:** A Broker is a firm that does not regularly warehouse or store specific materials for the contract or similar materials to be sold to the public. Brokers are only accounted for in the MBE/WBE/VBE Utilization based on their fee and not the value of their contract.

**Basis for Determination of Participation**

In order to provide the most transparent process, it is necessary to communicate the methodology for how participation is accounted. Participating firms must provide a commercially beneficial function and be a certified M/W/VBE firm classified as one of the contracting partner definitions noted above. To determine the degree of participation of qualified and certified M/W/VBE firms to operate as participants in Joint Ventures, as subcontractors, suppliers, or brokers, the following methodology shall be utilized:

- A Joint Venture Bidder consisting of one or more M/W/VBE parties will be credited with M/W/VBE participation on the basis of percentage of the dollar amount of the work to be performed by the M/W/VBE. For example, consider a prime contract is awarded for \$1,000,000 to a majority company. A Joint Venture Subcontractor, consisting of one M/W/VBE company and one other company that proposes to perform 50 percent of the dollar amount of the work quoted at \$1,000,000. However, the M/W/VBE partner of the Joint Venture will perform 50 percent of their contracted work. The M/W/VBE participation will be credited as 25 percent of the work, or \$250,000.
- An M/W/VBE Bidder will be credited with M/W/VBE participation for the portion of the contract it performs, and that portion subcontracted to M/W/VBE firms. For example, if an M/W/VBE Bidder proposes to perform a project quoted at \$1,000,000 and subcontracts 25 percent to a majority firm and 25 percent to a minority firm, minority participation will be credited as 75 percent of \$750,000.
- A Bidder will receive 60 percent toward goal attainment for the use of M/W/VBE Suppliers who are not manufacturers, i.e., where a Bidder proposes to purchase \$100,000 worth of construction materials from a M/W/VBE Supplier who did not manufacture the materials, \$60,000 will be credited toward the

Bidder's M/W/VBE participation goal. However, where the M/W/VBE Supplier is the manufacturer of the product supplied, the Bidder will receive M/W/VBE credit of 100 percent of the dollar amount of the supply contract.

- A Bidder will be credited 100 percent of the contracted fee toward goal attainment for the use of M/W/VBE brokers, i.e., where a Bidder proposes to purchase \$100,000 worth of construction materials through a M/W/VBE broker for a fee in the amount of \$5,000, \$5,000 will be credited toward the Bidder's M/W/VBE participation goal.

#### **“Good Faith Effort” Requirement**

Wishard requires that at the time of Bid each Bidder show a good faith effort to meet the goals. If proposed M/W/VBE participation is less than the goals established in each bid package and the Bidder is determined to be the apparent lowest responsive Bidder in all other respects, such Bidder will be required to demonstrate that positive good faith efforts were taken prior to the Bid date to secure the utilization of M/W/VBEs, and the reason for the Bidder's inability to achieve the stated goals despite such efforts. The decision of the Owner related to whether or not a Bidder has satisfactorily demonstrated good faith efforts shall be conclusive and binding upon such Bidder.

Further, subcontractors proposed by Bidders shall be encouraged by the Bidders to maximize participation opportunities within the scope of the proposed subcontracted portion of Work.

The following are “Good Faith Efforts” that must be performed by all Prime Bidders in order to be deemed responsive. This is not a complete listing of all “Good Faith Efforts,” however, failure to perform these activities may be grounds for being found non-responsive.

1. Attendance at the Bid Package Pre-Bid Meeting.
2. Either attendance at Bid Package Specific One-on-One Meetings sponsored by the Team or a Sponsored Event by the Bidder for the Bidder's sole use.
3. Provision of written notice to a reasonable number of specific M/W/VBEs, done in sufficient time to allow them to participate and submitted on the dated M/W/VBE Contact Listing provided with the bid documents.

The following are additional recommended “Good Faith Efforts” to provide a responsive Bid:

1. Attendance at any pre-Bid or pre-solicitation meeting held by the City to inform M/W/VBEs of contract opportunities.
2. Attendance at the City of Indianapolis (DMWBD) Sponsored Events.
3. Meeting with the Team.
4. Advertisement of contract opportunities by the Bidder, in general circulation, trade and minority-focused media.
5. Selection of portions of the work to be done by M/W/VBEs, such as the division of contracts into economically feasible units to facilitate participation.
6. Provision of proof of efforts to assist M/W/VBE's to obtain bonding, lines of credit or insurance.
7. Provision of adequate information about plans, specifications and/or contract requirements.
8. Negotiation in good faith by the Bidder with interested M/W/VBEs, with no M/W/VBW rejected as unqualified without sound reason.
9. The effective use of the services of available minority organizations, contractors' groups, the state and local offices, etc., that have knowledge of available M/W/VBEs or the means to locate such M/W/VBE's.
10. Other(s) as approved by the Team.

Wishard treats Bidder compliance with good faith effort requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established requires the Bidder to submit the following information:

1. The names and addresses of M/W/VBE firms that will participate in the contract;
2. A description of the work that each M/W/VBE will perform;
3. The dollar amount of the participation of each M/W/VBE firm;
4. Written commitment to use an M/W/VBE subcontractor whose participation it submits to meet a contract goal as provided in the 2 hour bid submission of the utilization report.

5. Written and signed confirmation from the M/W/VBE firm as provided in the Prime Bidder's utilization report must be submitted after award and prior to the execution the Prime Bidder's Contract; and,
6. If the contract goal is not met, evidence of good faith efforts.

#### **Post-Bid**

Wishard will assist Bidders in meeting their M/W/VBE goals through identification of certified M/W/VBE firms throughout the Bid process and into post-Bid if requested by the Bidder. Wishard is responsible for the assessment of Bidders who have not met the contract goal, to determine whether documented good faith efforts deem them responsive. Wishard also determines whether Bidder has submitted the required M/W/VBE documentation to be regarded as responsive. Wishard will verify that all information is complete and accurate and adequately documents the Bidder's good faith efforts before Wishard will enter into a contract with the apparent successful Bidder.

Wishard may continue to work with the Bidder to maximize M/W/VBE participation but in no event will the Bidder increase the contract amount as a result of this activity.

#### **Certification**

Wishard will recognize certifications from the City of Indianapolis to determine the eligibility of firms to participate as M/W/VBEs. The Team expects those firms included in any bid submission made to Wishard to be operating consistently with the classification provided by the certification process of the City of Indianapolis and reserves the right to request the City verify same prior to award of any contract resulting from a Bid process. M/W/VBEs shall be certified at the time of Bid and only such certified M/W/VBEs shall be counted toward the Project Goals for contracting purposes. Wishard may, at its discretion, consider the Bidder's inclusion of firms with pending certifications as contributing to the Bidder's Good Faith Effort.

#### **Non-Compliance with this Policy**

The M/W/VBE participation percentage commitment made upon contract award is deemed to be contractual in nature and will be included in the contract language. Therefore, failure of the Contractor to meet the M/W/VBE participation percentage commitment may constitute a material breach of the contract. Wishard shall have the right to terminate the contract, deduct from money due or to become due the Contractor an amount equal to the dollar amount of the unmet M/W/VBE participation commitment, secure a refund from the Contractor of that amount, or pursue other such remedies at law or in equity to which Wishard may be entitled. Any money deducted or refunded under this Section shall be collected and considered liquidated damages for Contractor's failure to comply with the Contract, not as a penalty.

Wishard may recommend additional sanctions against Contractors who are found to be in non-compliance with M/W/VBE program requirements of M/W/VBE contract provisions at any time during the term of a Wishard contract.

#### **Compliance Audits**

Wishard will conduct audit assessments one (1) time a year, after the first quarter of 2010, to determine compliance with policies and procedures set forth in the Plan. The audit will assess and make recommendations when requested on M/W/VBE policy, appeals, utilization of M/W/VBE certification eligibility, to include but not limited to allegations of fraud.

#### **Prompt Payment to Subcontractors**

Wishard will include this clause in each prime contract:

The Contractor agrees to submit to Wishard on a monthly basis all invoices/bills for services, labor and costs incurred, to include its own forces, subcontractors and other labor and materials.

Per AIA General Conditions, the Contractor shall pay each subcontractor no later than seven days after receipt of payment from the Owner the amount to which the subcontractor is entitled, to reflect a percentage actually retained from payment to the Contractor on account of the subcontractor's portion of the work. The Contractor shall, by appropriate agreement with each subcontractor, require each subcontractor to make payment to sub-subcontractors in a similar manner. Per AIA General Conditions,

Contractor payments to material and equipment suppliers shall be treated in a manner similar to that provided in “Sections” regarding subcontractors.

Any delay or postponement of payment may not take place without prior approval of the Health and Hospital Corporation Board of Trustees. A finding of non-payment is a material breach of this contract. The Board may, at its option, withhold progress payments unless and until the Contractor demonstrates timely payment of sums due subcontractors.

Wishard shall use other available methods to facilitate prompt payments to subcontractors as required.

**Implementation of Responsibilities:**

The Team will determine the participation basis and make recommendations on achievement of “good faith requirement” efforts. The Team will conduct project compliance reviews and recommend appropriate action in correcting any deficiencies and/or eliminating barriers to meeting goals. The Team will work to ensure that contractors perform duties in accordance with the objectives of this plan and Federal and State laws.

Wishard will be responsible for prompt payment.

**IX. MINORITY BUSINESS DEVELOPMENT AND BUILDING LOCAL CAPACITY**

The Team will provide assistance to M/W/VBEs to assure successful completion of the assigned projects and prepare for future opportunities.

Goals:

1. Higher survival rate for the M/W/VBEs
2. Continuous improvement in the financial strength and bond capacity of M/W/VBE firms
3. Consistent success in adherence to objectives included in each firm’s individual business plan
4. A series of workshops and training seminars to enhance small contractor business accrument

This Plan is well-rooted in the Indianapolis business community and will employ tactics that include:

1. Capacity building strategies
2. Management and technical assistance
3. Mentor-Protégé program
4. Workforce diversity and apprenticeship program
5. Partnerships with other local construction industry programs

**Implementation of Responsibilities:**

The Team will encourage contractors to develop a Mentor-Protégé program within their companies. The Team looks favorably upon companies that share its commitment to the growth of small businesses.

**X. PROGRAM TECHNIQUES AND OUTREACH ACTIVITIES**

The processes, procedures and formalized efforts to identify, solicit and ensure M/W/VBE participation on the Project’s contracting opportunities are integral to the Plan. Wishard’s commitment to the achievement of equitable contract opportunities is the principal reason to establish an outreach component within the Plan. Wishard designed the Plan’s outreach efforts to document initiatives and establish procedures that best inform, present and achieve results for maximum consideration and participation by M/W/VBE’s. Key elements of the Team’s outreach efforts are internal and external communication within the M/W/VBE business community.

Wishard will work to communicate and ensure that both internal and external stakeholders are made aware of construction opportunities for the Project, including M/W/VBE’s, primes and subcontractors.

**Implementation of Responsibilities:**

To nurture outreach, the Team will:

- Cultivate relationships with M/W/VBE organizations and advocacy groups
- Develop an updated database of M/W/VBE firms appropriate to the Project
- Target project orientations early in the bid process
- During pre-bid meetings, reinforce the importance of the Plan

- Facilitate networking forums to ensure that attendees are provided the maximum opportunities to engage with prospective bidders and future partners
  - Allow bidders the opportunity to identify potential companies to partner with for the Project.
  - Engage in follow-up activities after the event, including creation of a list of event attendees for prime and M/W/VBE firms
- Collaborate with industry and advocacy groups to promote the Plan
- Provide early notification of opportunities to a wide pool of M/W/VBE firms through print, electronic and broadcast mediums
- Educate M/W/VBE firms on owner requirements, terms and conditions
- Communicate the objectives of this Plan to M/W/VBE firms
- Build relationships and promote events with targeted media efforts
- Provide contract information and opportunities to minority and mainstream business publications
- Highlight successful M/W/VBE project achievements and firm testimonials in the community and with local media
- Conduct outreach with non-minority prime contractors and subcontractors who have significant contracts to explore opportunities for second tier M/W/VBE participation
- Attend community events that focus on the inclusion of M/W/VBE's for Project participation

Wishard will collaborate with the City of Indianapolis Department of Minority and Women Business Development, the Indiana Department of Administration and other identified groups to maximize joint resources for the communication of opportunities to internal and external audiences.

#### **XI. WORKFORCE DIVERSITY DEVELOPMENT**

The citizens of Marion County voted in favor of the Project. Wishard is committed to the provision of employment opportunities for Marion County residents. Wishard encourages prime and subcontractors to employ a diverse workforce on the project site, to best represent the community in which we operate.

#### **XII. M/W/VBE PERFORMANCE ASSURANCE AND REPORTING**

In order to ensure success of the Plan, the Team will track, monitor and report Project activity and dollars committed and paid to M/W/VBEs on an individual contract basis, as well as for the overall Project.

The Team will collaborate with an Advisory Committee, formed in the first quarter of 2010 and comprised of key community advocacy group representatives, to identify required reporting elements and structure, as well as communication strategies. The Team will report to the Advisory Committee quarterly through Project close-out.

Implementation of Responsibilities: The Team will document performance and provide quantitative reports to key stakeholders to ensure transparency and accountability.

#### **XIII. PLAN ADOPTION PROCESS**

This is a living document and Wishard will, when necessary, continue to develop it with the input of key stakeholders. Wishard has reviewed the Plan with internal and external audiences prior to implementation. Wishard appreciates and values the opinions of its key stakeholders and believes this process will ensure the greatest support for successful outcomes.

**MBE/WBE/VBE PROGRAM GOOD FAITH QUESTIONNAIRE**

1. Have you met the goals established for this project?  Yes  No  
If no, to what level have the goals been met \_\_\_\_\_  
\_\_\_\_\_
2. Have you provided notice to certified MBE/WBE/VBE's of subcontracting opportunities?  
 Yes  No If yes, how?  Written  Verbal  Media  Other

Attach a copy of the notice and provide evidence of efforts, including a list of subcontractors receiving notice.

3. On the included MBE/WBE/VBE contact listing, list quotes/estimates received from MBE/WBE/VBE firms. For MBE/WBE/VBE firms that are not to be utilized on this project, provide an explanation as to why they are not being utilized. **To be considered appropriate contact, the initial contact must be made at least four (4) days prior to the Bid date.** For MBE/WBE/VBE firms that are to be utilized on this project, provide "Subcontractor and Material List Form."

4. Did you assist interested MBE/WBE/VBE's to secure participation?  Yes  No  
If yes, provide evidence of same; if no, explain why not.

Bonding \_\_\_\_\_

Credit \_\_\_\_\_

Insurance \_\_\_\_\_

Selected economically-feasible portion of work \_\_\_\_\_  
\_\_\_\_\_

Provide assistance in review of contract plans and specifications \_\_\_\_\_  
\_\_\_\_\_

Other (explain) \_\_\_\_\_  
\_\_\_\_\_

5. Have you utilized certified MBE/WBE/VBE subcontractors on other government and private sector contracts within the last two (2) years?  Yes  No  
If yes, list projects: \_\_\_\_\_  
\_\_\_\_\_

6. Have you had difficulty securing MBE/WBE/VBE business participation?  Yes  No  
If yes, explain. \_\_\_\_\_  
\_\_\_\_\_

7. State any other good faith efforts to secure participation.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



This questionnaire is not intended to be exclusive or exhaustive, and the Bidder should attach additional sheets, as necessary, to fully explain good faith efforts in accordance with the requirements of the MBE/WBE/VBE Participation Goals.

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Authorized Representative Signature

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Title

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Date

**MBE/WBE/VBE UTILIZATION REPORT**

(Submit within 2 hours of receipt of Bid)

**BID PACKAGE:**

(Package no.) (Name of bid package)

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Each Bidder is required to submit the following documentation as dictated by the Bid Documents, to satisfy the conditions of the Bid requirements, thereby being considered a responsive Bidder.

The Bidder shall enter the name of the subcontractor, supplier or broker in the “Contracted Party” space provided in the attached utilization document. The participating MBE/WBE/VBE firm, if different from the “Contracted Party”, shall be identified in the “M/W/VBE Partner” space provided. City of Indianapolis Certifications must be approved and certified prior to Bid Day.

Only one (1) subcontractor, supplier or broker shall be listed/for each scope item. Upon award of a contract the contracted party shall be employed to perform the work, unless changes are specifically authorized by the OWNER. Failure to furnish all information requested may render the Bid non-responsive if it is determined that such omission is material by affording the Bidder a substantial advantage over other Bidders.

If the Contracted Party is a supplier, the Bidder shall provide the manufacturer in the space provided. This type of participation will only be valued at 60% of the Contracted Total. If the Contracted Party is a broker, the participation value will be calculated at 100% of the broker’s fee and not their contract value. The Wishard PMCM Team and Wishard Health Services reserve the right to make all final decisions on the appropriate classification of any contracted or subcontracted party.

Preliminary acceptance of equipment or material listed by the manufacturer’s name shall not in any way constitute a waiver of the Drawing and Specification requirements covering such equipment. Acceptance will be based on full conformity with Drawings and Specifications covering the equipment and/or material.

Except as otherwise specifically stated by the Bidder herein and in Section 004336, omission of names of subcontractor, supplier, vendor or other contracted firms herein shall constitute an affirmative representation, and statement that the Bidder proposes to use its own work forces, materials and equipment for the Work. It is representing that it will have no subcontractors, suppliers, vendors or other contracted partners providing work under this contract.





MBE/WBE/VBE CONTACT LISTING

(Submitted at time of Bid)

**VENDOR CLASSIFICATION KEY:**

- S = SUBCONTRACTOR
- M = MATERIAL SUPPLIER
- B = BROKER

(As classified by Certification entity)

**SELECTION KEY:**

- L = LOW BIDDER
- NB = NOT BIDDING
- NL = NOT LOW BIDDER
- O = OTHER (EXPLAIN IN REMARKS)

*Note: if NB is listed, an explanation must be given in remarks*

Company Name/ Subcontractor	Contact Name	Date of Contact	City of Indianapolis Certification				Selection Key				Remarks	
			M B E	W B E	V B E	Vendor Class.	L	NB	NL	O		



### MBE/WBE/VBE PARTICIPATION PAYMENT REQUEST FORM

This MBE/WBE/VBE PARTICIPATION PAYMENT REQUEST FORM must be submitted with all Applications for Payment. The participation of Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises is as follows:

<b>DATE:</b>											
<b>PACKAGE NAME AND NUMBER:</b>											
Listed below are the names of all prime and sub contractors as well as suppliers.											
FULL NAME OF COMPANY AND ADDRESS	PHONE NUMBER	FAX NUMBER	PRIME Y OR N	SUB Y OR N TIER #	SUPPLIER Y OR N	UNION OR NON- UNION U OR NU	CONTRACT AMOUNT	PAID TO DATE	COST THIS PERIOD	# OF EMP. ON SITE	TOTAL # OF COMPANY EMPLOYEES

By signature, the Contractor certifies that the Project continues to meet the MBE/WBE/VBE Participation Goals as agreed to in the Agreement between Owner and Contractor.

\_\_\_\_\_  
 (Signature of authorized Representative)

\_\_\_\_\_  
 (Date)

\*Ethnic Group, as defined by the City of Indianapolis is:

2 - African-American

3 - American-Indian

4 - Hispanic

5 - Asian/Pacific Islander

6 - Women