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## Instructions

Each prospective bidder who is successful in a bid to provide goods or services to the City must comply with the City's M/W/SBE policy **if the contract will be funded with State or Federal funds**. These are the requirements that must be met with each successful bid in the delivery of these goods and services:

1. Successful bidders must maintain a list of M/W/SBEs that will be contacted **whenever they may be potential sources** to participate in the delivery of goods and services to the City. The City of Roswell will also provide a list of certified M/W/SBEs to assist successful bidders in their solicitation efforts;
2. Successful bidders **must** solicit from these M/W/SBEs; however, only when they are **potential sources** for goods and services to be provided to the City;
3. Bid requirements to be met by the successful bidder **must** be segmented into smaller tasks or quantities to permit M/W/SBEs to participate in bidding **whenever feasible**;
4. Delivery schedules **must** be created by the successful bidder to encourage M/W/SBEs to participate in the delivery of goods and services **whenever feasible**; and
5. For additional assistance with locating certified M/W/SBEs, successful bidders may also contact the U.S. Department of Commerce's Small Business Administration and Minority Business Development Agency. The City of Roswell is available to assist successful bidders in securing this information.

In addition to these requirements, successful bidders who then execute contracts with the City of Roswell must provide certification information that attests to the contractor's compliance with meeting the M/W/SBE policy. Those certifications are listed below and included as downloads on this web site.

Below is the list of the certifications that a successful bidder must submit to the City of Roswell prior to execution of a contract:

1. A Certification of Good Faith Efforts
2. A Certification Regarding Debarment and Suspension

If the successful bidder can present evidence to the satisfaction of the City that he or she has made an effort to secure M/W/SBE participation, but has been **unsuccessful** in these efforts, the bidder must provide:

1. A Waiver of Good Faith Efforts

The City of Roswell also requires all contractors who then execute a contract with the City to provide information on M/W/SBE participation using this form:

1. An M/W/SBE Utilization Report

Utilization reports are to be provided **within 10 days of bid opening** to the City of Roswell.

Questions concerning any of this information should be directed to the City of Roswell's Purchasing Division at (770) 641-3718 or through email at [jhenderson@ci.roswell.ga.us](mailto:jhenderson@ci.roswell.ga.us).