



CERTIFICATION OF GOOD-FAITH EFFORTS

City of Roswell Purchasing Division
38 Hill Street, Suite 130
Roswell, GA 30075
(770) 641-3718 www.roswell.gov

While the City of Roswell does not require that a contractor meet a specific M/W/SBE participation goal, it is required that the contractor objectively demonstrate to the Purchasing Manager that he or she has made good-faith efforts to comply with the city’s M/W/SBE policy. Compliance with items listed below shall satisfy the Good-faith Effort requirements absent fraud, intentional and/or knowing misrepresentation of the facts or intentional discrimination by the contractor.

The contractor shall maintain records as prescribed by the City of Roswell Purchasing Division’s policies that document the contractor’s efforts to meet the policy’s requirements. This documentation shall be included with all bid and RFP documents submitted to the Purchasing Division.

Name of Business _____

Business Owner(s) _____

Address of Business _____

Mailing Address _____

State/Zip Code _____

Phone _____

Email _____

Project Name _____

Bid Date _____

I. PLEASE LIST EACH SUBCONTRACTING AND/OR SUPPLIER OPPORTUNITY (DO NOT LIST NAMES OF BUSINESSES) WHICH WILL BE USED IN THE COMPLETION OF THIS PROJECT, REGARDLESS OF WHETHER IT IS TO BE PROVIDED BY AN M/W/SBE OR NON-M/W/SBE. USE ADDITIONAL SHEETS AS NECESSARY.

List of Subcontracting Opportunities

List of Supplier Opportunities

1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

II. DID YOU OBTAIN A CURRENT LIST OF M/W/SBE BUSINESSES FROM THE CITY OF ROSWELL'S PURCHASING DIVISION?

Yes
 No
 Date of M/W/SBE list: _____

III. DID YOU SOLICIT BIDS FROM M/W/SBE BUSINESSES, WITHIN THE SUBCONTRACTING AND/OR SUPPLIER AREAS PREVIOUSLY LISTED, AT LEAST TEN CALENDAR DAYS PRIOR TO BID OPENING BY MAIL, EXCLUSIVE OF THE DAY THE BIDS WERE OPENED?

Yes
 No
 If "Yes," please attach M/W/SBE mail listing to include name of business, business address, a dated copy of the letter and information mailed on the subcontracting opportunity to M/W/SBEs.

IV. DID YOU SOLICIT BIDS FROM M/W/SBE FIRMS, WITHIN THE SUBCONTRACTING AND/OR SUPPLIER AREAS LISTED ABOVE, AT LEAST TEN CALENDAR DAYS PRIOR TO BID OPENING BY TELEPHONE, EXCLUSIVE OF THE DAY THE BIDS ARE OPENED?

Yes

No

If "Yes," attach list to include the name of the M/W/SBE firm(s), person contacted, phone number, date and time of contract.

Note:

1. A fax may be used to comply with either III. or IV. but may not be used for both. If a fax is used, attach the fax confirmation, which must include the M/W/SBE name, date, time, fax number and documentation faxed.
2. If the list of M/W/SBEs for the subcontracting or supply opportunity is ten or less, the contractor must contact the entire list to be in compliance with the city's policy. If the list of M/W/SBEs is more than ten, the contractor must contact at least two-thirds of the list but not less than ten to be in compliance.

V. DID YOU PROVIDE PLANS AND SPECIFICATIONS TO POTENTIAL M/W/SBES OR INFORMATION REGARDING THE LOCATION OF PLANS AND SPECIFICATIONS IN ORDER TO ASSIST THE M/W/SBES?

Yes

No

VI. IF M/W/SBE BIDS WERE RECEIVED AND REJECTED, YOU MUST:

1. List the M/W/SBE businesses and the reasons for their rejection (i.e. quotation not reasonable, qualifications, etc.); and
2. Attach documentation to support the reasons listed in the following table below (i.e. letters, memos, bids, telephone logs, meeting minutes, etc.)

COMPANY NAME	TELEPHONE	CONTACT PERSON	SCOPE OF WORK	REASON FOR REJECTION

VII. PLEASE PROVIDE ANY ADDITIONAL INFORMATION YOU FEEL WILL FURTHER EXPLAIN YOUR GOOD-FAITH EFFORTS TO OBTAIN M/W/SBE PARTICIPATION ON THIS PROJECT.

The contractor further agrees to provide to the city upon request complete and accurate information regarding actual work performed on this contract, the payment thereof and any proposed changes to the original arrangements submitted with this bid. The contractor also agrees to allow an audit and/or examination of any books, records and files held by the company that will substantiate the actual work performed on this contract by an authorized officer or employee of the city.

Any intentional and/or knowing misrepresentation of facts will be grounds for terminating the contract and/or the debarment from city work for a period of not less than three years and for initiating action under Federal, State or Local laws concerning false statements.

Any failure to comply with the city's M/W/SBE policy that creates a material breach of contract may result in a determination of an irresponsible offeror and the contractor being barred from bidding on city work for a period of time not less than one year.

The undersigned certifies that the information provided and the M/W/SBEs listed herein were contacted in good faith. It is understood that any M/W/SBE(s) listed on this form will be contacted and the reasons for not using them will be verified by the City of Roswell's Purchasing Division.

_____ Authorized Signature	_____ Printed Signature
_____ Title	_____ Contact Name and Title (if different)
_____ Company Name	_____ Telephone Number
_____ Address	_____ Fax Number
_____ City/State/Zip	_____ Email
_____ Date	