Request for Proposals

Utilities Audio / Visual Solution

Proposals will be received until

12:00 Noon, Tuesday, July 2, 2019

IN

Purchasing Department, City Hall Building
101 North Main Street, Suite 324 Winston-Salem, NC 27101

ADVERTISEMENT FOR PROPOSALS

Sealed proposals endorsed Utilities Audio / Visual Solution for the City of Winston-Salem/Forsyth County Utilities will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, until 12:00 Noon, Tuesday, July 2, 2019. Instructions for submitting proposals and/or receiving the complete RFP document specifications may be obtained during regular office hours at the same location, or by contacting Jerry Bates via email jerryjb@cityofws.org (Email is preferred) or phone 336-747-6939. The City reserves the right to reject any or all proposals.

Jerry Bates
Purchasing Director

This document IS NOT the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email jerryjb@cityofws.org, by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.
I. Introduction

Winston-Salem/Forsyth County Utilities (Utilities) is requesting Proposals from qualified Audio Visual (A/V) businesses to furnish and install all A/V equipment required to support a turnkey A/V system for several Utilities locations, including:

- Utilities Field Operations - 1550 S Martin Luther King Jr Drive, Winston-Salem, NC 27107
- Utilities Administration – 101 N Main Street, Winston-Salem, NC 27101
- Utilities Customer Service/Billing – 100 E First Street, Winston-Salem, NC 27101
- Swann Water Treatment Plant – 2800 River Ridge Rd, Pfafftown, NC 27040
- Elledge Wastewater Treatment Plant – 2799 Griffith Rd, Winston-Salem, NC 27103.

The goal is to identify and evaluate options that allow Utilities to refresh A/V solutions at several Utilities locations for meetings, training, and various other uses.

A Utilities representative will be available for walk-throughs on Friday, June 14th, Monday, June 17th or Thursday, June 20th by appointment. Please email allisonw@cityofws.org for appointments.

Objectives

- Increase the efficiency of meetings and trainings
- Enhance quality of content by providing clear, immersive AV solutions
- Provide turn-key options for projecting laptops, iPads, and other mobile technology to screens/monitors

General Information

<table>
<thead>
<tr>
<th>Due Date</th>
<th>07/01/2019 See Instructions to Proposers Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transmittal of Response</td>
<td>Jerry Bates Purchasing Director City/County Purchasing Department, 101 North Main, Suite 324 Winston-Salem, NC 27101 (336) 747-6939 <a href="mailto:jerryjb@cityofws.org">jerryjb@cityofws.org</a></td>
</tr>
<tr>
<td>Electronic File Format</td>
<td>Microsoft Word and/or Adobe PDF</td>
</tr>
<tr>
<td>Questions and Inquires</td>
<td>Proposer Questions and Inquiries relative to this RFP must be submitted in writing only by 12:00 Noon, Monday, June 24, 2019, to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: <a href="mailto:jerryjb@cityofws.org">jerryjb@cityofws.org</a> (Email is preferred), Fax: (336) 727-2443. The City will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the City may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to potential bidders.</td>
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<tr>
<td>Responsibility for Ensuring Receipt</td>
<td>Responders are responsible for ensuring receipt of questions and of responses.</td>
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<tr>
<td>Planned Schedule:</td>
<td>Release of RFP 12:00 PM Deadline for Written Questions Response to Questions 12:00 Noon EDT Request for Proposal Response Due Initial Evaluation of Responses Completed Selection and Recommendation Implementation</td>
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</table>
II. Requirements

On-Site Refresh

Utilities serves residents throughout all of Forsyth County and into several surrounding counties, and therefore has building locations spread all around the County. This includes: Administration, Field Operations, Meter Shop, two Wastewater Treatment Plants, three Water Treatment Plants, and four Solid Waste Facilities. See Appendix B for a map of locations.

Please provide a Proposal with individual/generic line prices for the requirements below.

1. Large format displays
   Using your experience and expertise, please recommend a configuration to meet our needs
   o Projection, flat panel and/or display wall (s)
   o If a flat panel is Proposed, then touchscreen capabilities should be optional
   o It is estimated that the displays will be used for a minimum of 25 hours per week
2. Small form factor dedicated PC for the center display
   a. i7 processor
   b. 32GB RAM
   c. 4TB Hard Disk
   d. Windows 7 64bit
   e. Wireless Keyboard and Mouse
3. Local A/V switcher for each room
4. Control panel in each room to allow staff to setup the room to use a local input as the source for audio and video
5. Wireless A/V connectivity from laptop and tablet (including iOS) (audio and video) to each of the displays
6. Audio system with ceiling speakers in each room
7. Video conference capability option
8. Installation of all equipment, racks, conduits; pull cords, cable trays and other raceway and infrastructure as required to accommodate the A/V system and cabling (coordination with building maintenance and Utilities IT staff is required prior to installation)
9. Software, configuration/calibration, programming, start-up and commissioning of the A/V system
10. Support/Maintenance for all equipment for a minimum of one (1) year
11. All documentation for control system, including programming code for future reference/modification

Available Services
Available services differ from building to building. Pictures of conference rooms are included below.
Pictures (Originals available upon request)

The following are pictures of the training room at Elledge Wastewater Treatment Plant:

- Taken from the back left of the room looking towards the front.
- Current audio/visual equipment setup.
- Taken from the front of the room looking towards the back of the room.
- Conference Room/Library at Elledge (no current A/V).
The following are pictures of the Library at Swann Water Treatment Plant:

Taken from window side looking towards bookcase side.

Looking towards door of room.

Taken from bookcase side looking towards window side.
The following are pictures from Swann Water Treatment Plant Training Room:

Current A/V device setup:

Control Panel for current A/V equipment.

Front of room from center of room.

Back of room from center of room.
Second controller for A/V at Swann:

The following are pictures from the north conference room at Utilities Field Operations:

- Taken from East door looking west.
- Taken from Window wall towards south wall.
- “Front” of room (no current A/V setup).
- Taken from West door looking east.
- “Back” of room.
The following are pictures of Assembly room at Utilities Field Operations:

Front/South side of room.

Back/North side of room.

Facing east from front of room.

The following are pictures of South conference room at Utilities Field Operations:

Facing back of room from door.

Facing front of room from back.
The following are pictures of the conference/training room at Billing/Customer Service:

Looking towards table side of room from door.

View of A/V setup (computer connected to projector)

Closer view of conference table side of room.

Looking towards door from table side of room.
III. Proposal Format
The City requires that the Vendor’s proposal be submitted in the format outlined in this section. The City reserves the right to require additional information or materials after the proposals are submitted. Keep responses simple and economical, providing a straightforward and concise description of the proposed solution to satisfy the requirements of this request. Display the Vendor’s name in a prominent location on all submitted materials. Describe all products and services unambiguously and with precision. Costs incurred preparing and submitting a response to this request are entirely the Vendor’s responsibility and not chargeable to the City. All responses, documents, terms, and information related to the proposer’s response to this RFP shall be submitted with the response package prior to the submission deadline. No separate schedules, agreements, terms, conditions, etc. shall be recognized or accepted if not submitted with the response to this RFP. Proposals must include a table of contents listing all sections, figures, and tables. Major sections and appendices should be separated by labeled index tabs; pages must be numbered and may be double-sided. Submitted proposals must address the requirements completely and accurately.

Introduction and Executive Summary
Include a brief Introduction and Executive Summary of the major facts or features of the proposal, including any conclusions, assumptions, and recommendations the vendor desires to make. The Executive Summary should be designed specifically for review by a non-technical audience and senior management. Please keep this section focused on superior features or documented benefits that distinguish your solution from your competitors. Provide clear, descriptive information on the following:

- A description of the company’s background and history, including year established, type of ownership and former names (if any).
- A current organizational chart of the company, with the name of the Project Manager for this project.
- Provide the number of offices, the locations for the company, and the location of the office that will most likely be working with the City.
- Total number personnel currently available for the services described herein.
- Identify whether the bidder is the single source provider of professional services or if a sub-contractor will be used. If a sub-contractor will be used, please provide detailed information regarding the nature of the subcontracting work and descriptive information about the company.

Proposed Solution
Provide a description of the proposed solution with a focus on superior features or documented benefits that distinguish the solution.

Pricing
List in detail all hardware, software and services for the solution(s) for which you are proposing and the fixed cost price for each. Please include line prices for each of the requirements.

Pricing Options
Provide pricing for any options and/or volume-based discounts, if any.

Timeline
Provide a summary project schedule or timeline with an implementation beginning in August, 2019.

References
Provide a list of references that have implemented a similar solution. The reference list must include the following:

- Name of client, address, telephone number, and point of contact
- Brief description of solution provided
- Date installed
3rd Party Software/Services
List any third party application software or services that are needed for the proposed solution to operate and define their function. Please include all applicable version numbers.

Example System Diagram
Provide an example System Design Diagram for a similar implementation.

Escalation: What is your process for monitoring, escalating, and resolving issues that will arise during the project? In addition, describe how the company responds to daily issues and maintains close, effective communications with the City Project Manager and Sponsors.

Warranty, Maintenance and Support
Please describe in detail the one year warranty and on-going maintenance and service terms, coverage and SLA for all equipment. Include all “end-of-life/support” dates and hourly rates for troubleshooting and future system changes/reconfiguration.

IV. Selection Process
Proposals will be evaluated for quality, completeness, and price value to the City of Winston-Salem/Forsyth County Utilities by an Evaluation Panel. Selection shall be made from all offers deemed to be fully qualified and best suited among those submitting proposals based on the evaluation of factors included in the RFP, including price. Price shall be considered but need not be the sole determining factor. The Evaluation Panel may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed the most advantageous.

The City reserves the right, as part of the selection process, to request on-site (or virtual) demonstrations and/or presentations. In the event that such demonstrations or presentations take place, proposers will be selected for this process based on scores derived from the scoring matrix, which includes M/WBE participation, local availability, and all other applicable criteria. The scoring of the demonstration or presentation must be based upon the criteria from one or more of the original evaluation factors. After the demonstrations or presentations, each proposer will then be re-graded on the same criteria. The number of proposers chosen to take place in the demonstration/presentation process is subject to administrative discretion.

Evaluation Criteria
Below is a description of the evaluation criteria that will be used to evaluate the proposals. To be deemed responsive, it is important for the firm’s proposal to contain appropriate detail to demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFP. The proposal will be the primary source of information used in the evaluation process. Proposal must contain information specifically related to the proposed services requested in this RFP. Failure of any firm to submit information requested may result in the elimination of the proposal from further evaluation.

The following weighted scale will be utilized by the Evaluation Panel to evaluate and score each proposal:

<table>
<thead>
<tr>
<th>Factor</th>
<th>Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>1</td>
<td>Experience / Methodology</td>
<td>15%</td>
</tr>
<tr>
<td>2</td>
<td>Functionality – Architecture</td>
<td>10%</td>
</tr>
<tr>
<td>3</td>
<td>Functionality – Critical Requirements</td>
<td>15%</td>
</tr>
<tr>
<td>4</td>
<td>Price Value</td>
<td>20%</td>
</tr>
<tr>
<td>5</td>
<td>M/WBE Commitment</td>
<td>20%</td>
</tr>
<tr>
<td>6</td>
<td>Location of Business</td>
<td>20%</td>
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The Evaluation Panel consists of the following Staff:

<table>
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<tr>
<th>IS Supervisor, Utilities</th>
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<tr>
<td>GIS Coordinator, Utilities</td>
</tr>
<tr>
<td>Wastewater Treatment Plant Superintendent</td>
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<tr>
<td>Water Treatment Superintendent</td>
</tr>
<tr>
<td>IS Project Coordinator</td>
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<tr>
<td>IS Analyst</td>
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In determining which proposal will best serve the City of Winston-Salem/Forsyth County Utilities, particular emphasis will be given to the following factors:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Definition</th>
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<tr>
<td><strong>Factor 1: Experience / Methodology</strong></td>
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<tr>
<td><strong>Willingness to Implement the Solution</strong></td>
<td>Has the vendor demonstrated management commitment to tackle the project and be responsible for the overall project deliverables?</td>
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| **Project Timeline Viability** | Has the vendor demonstrated an understanding of the services requested by Winston-Salem by proposing a methodology and project timeline that will deliver a successful implementation of those services?  
- Does the implementation approach make sense?  
- Does it align to Winston-Salem's current capabilities and environment?  
- Does project schedule align with Winston-Salem expectations and business calendar? |
| **Technical and Industry Experience** | Has the vendor demonstrated relevant experience in local government sector, as well as, the technologies requested by Winston-Salem? Has the vendor demonstrated the specific skills and experience to deliver the requested solution to Winston-Salem? |
| **Supplier Viability** | Is the vendor considered organizationally and financially stable as an overall company? |
| **Experience in Providing Comparable Services (References)** | Did the references indicate that the vendor has the required applicable experience and has the vendor delivered satisfactory results for similar project requirements? |

**Factors 2 and 3: Functionality**

<table>
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<tr>
<th>Criteria</th>
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<tr>
<td><strong>Solution Architecture Viability</strong></td>
<td>Does the proposal describe an overall solution architecture that will support the functionality and level of service that Winston-Salem expects?</td>
</tr>
</tbody>
</table>
| **Recognition of Critical Requirements** | Does the proposal present an understanding on the part of the vendor of the critical Winston-Salem requirements?  
Are these requirements appropriately addressed in the vendor’s responses to the respective specifications in Appendix A? |
Factor 4: Price Value

<table>
<thead>
<tr>
<th>Description</th>
<th>Question</th>
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<tbody>
<tr>
<td>One-time Project Costs</td>
<td>Does the pricing proposal provide reasonable one-time costs (software, services, implementation, etc.)?</td>
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<tr>
<td>Other costs or fees</td>
<td>Does the pricing proposal include other non-traditional costs or fees?</td>
</tr>
<tr>
<td>Ongoing support costs</td>
<td>Does the pricing proposal provide reasonable ongoing costs (subscription fee, support, maintenance, etc.)?</td>
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</tbody>
</table>

Factor 5: M/WBE Commitment

<table>
<thead>
<tr>
<th>Description</th>
<th>Question</th>
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</thead>
<tbody>
<tr>
<td>MWBE Participation</td>
<td>Does the vendor's proposal indicate that they are able to comply with the City's M/WBE participation requirement, via:</td>
</tr>
<tr>
<td></td>
<td>(1) submitted their M/WBE certificate in their proposal, OR</td>
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<td></td>
<td>(2) will award required portion of the project to a named M/WBE certified subcontractor, OR</td>
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<tr>
<td></td>
<td>(3) has certified they made a good faith effort to comply but were unable to locate a qualified M/WBE subcontractor? Refer to pages 23-36</td>
</tr>
</tbody>
</table>

Factor 6: Location of Business

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<thead>
<tr>
<th>Description</th>
<th>Question</th>
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<tbody>
<tr>
<td>Local Vendor Participation</td>
<td>Does the vendor's proposal indicate that they are able to comply with the City's local participation requirement by having an office either:</td>
</tr>
<tr>
<td></td>
<td>(1) within the Forsyth County, OR</td>
</tr>
<tr>
<td></td>
<td>(2) within the state of North Carolina</td>
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</tbody>
</table>

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INSTRUCTIONS TO PROPOSERS

INTRODUCTION:
This entire set of documents constitutes the RFP. The proposer must return the RFP with all information necessary to properly analyze the proposer's response as stated within the RFP document. All proposals shall be returned in a sealed container/envelope marked “Audio / Visual Solution” and submitted to the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, no later than 12:00 Noon, Tuesday, July 2, 2019. Late proposals will not be considered.

Proposer Questions and Inquiries
Proposer Questions and Inquiries relative to this RFP must be submitted in writing only by 12:00 Noon, Monday, June 24, 2019, to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: jerryjb@cityofws.org (Email is preferred), Fax: (336) 727-2443. The City will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the City may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to potential bidders.
RFP Response Submission

Proposals must be submitted in a sealed container/envelope containing one original (please mark document as original) proposal showing original signatures and seals, and two (2) copies of the complete proposal. In addition to the three (3) paper copies, please include one (1) electronic copy of your proposal in PDF format on flash drive, CD, or other electronic media containing only the information included in the hard copy version of the proposal, clearly labeled with the Company and RFP name. Submittals will not be accepted by fax or electronic mail.

The City will not be obligated for the expenses of any provider arising out of preparation and/or submittal of responses to this RFP. Any and all proposals to this RFP are to be prepared at the cost and expense of the respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses relating to this procurement from the City or any other party for any reason (including the cancellation of this RFP).

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

All proposals should be complete and carefully worded and must convey all of the information requested by the City. If errors or exceptions are found in the proposal, or if the proposal fails to conform to the requirements of the RFP, the City will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. The City reserves the right to reproduce proposals for internal use in the evaluation process.

Proposers are expressly forbidden from contacting any other city employee or city of Winston-Salem elected official regarding this Request for Proposals. Any such outside contact may result in disqualification from the request for proposal process.
MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PROGRAM PARTICIPATION SPECIAL INSTRUCTIONS FOR SERVICES REGARDING COMPLIANCE WITH THE CITY OF WINSTON-SALEM’S AND/OR CITY/COUNTY UTILITY COMMISSION’S MINORITY AND WOMEN BUSINESS ENTERPRISE (M/WBE) PROGRAM

Policy
It is the policy of the City of Winston-Salem and/or the City/County Utility Commission (an agency of the City of Winston-Salem), that minority and women-owned business enterprises shall have an equal opportunity to participate in the performance of contracts financed in whole or in part with City and/or Commission funds.

Obligation of Proposers
Proposers agree to use their best efforts to comply with all the terms and conditions of the City of Winston-Salem’s and/or City/County Utility Commission’s Minority and Women Business Enterprise (M/WBE) Program, as the same may be amended from time to time, through the award of subcontracts to minority and women-owned business enterprises and utilization of minority and women-owned business enterprise suppliers to the fullest extent consistent with the efficient performance of this contract. As used in this contract, the term “minority and women business” shall mean a company that is 51% or more owned and controlled by minority group members or women.

A 10% goal for participation by minority and women-owned businesses has been established for this service. A proposer may meet this goal through the participation of M/WBE sub-consultants, through his/her own performance on the project if the proposer is a certified minority/woman-owned firm, or through demonstrating a good faith effort to meet the M/WBE participation goal. If it is the normal practice of the proposer to perform all elements of this type of service with its own workforce and without the use of sub-consultants, the proposer must certify, by the submission of Affidavit B, that if they do employ any sub-consultants during the contract, that they will be subject to the M/WBE goals original established for this service. The utilization of M/WBE firms accounts for 20% of the evaluation and scoring and will not be allocated to proposals in which an Affidavit B is submitted.

Firms are highly encouraged to consider any and all possibilities for M/WBE participation. A complete list of firms certified by the State of North Carolina Office for Historically Underutilized Businesses (HUB) can be found here: [https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h]. “The 10% M/WBE goal may be satisfied by an entity that qualifies as a Minority Business Enterprise under N.C. General Statute 143-128, and that has been certified by the State of North Carolina’s Office for Historically Underutilized Businesses at the time the proposal is submitted. If an entity is certified as a Minority Business by a state other than North Carolina, proof of certification must be submitted with the proposal.

During the course of the contract, successful consultant will be required to submit Minority Documentation for Contract Payments, Affidavit F, with each monthly pay application. Final payment will be withheld until the consultant completes and submits an Affidavit of Payment to M/WBE Sub Consultants. The City, however, at its discretion may require additional periodic reports. Final payment will be withheld until the goal percentages for M/WBE participation, previously agreed to by the successful consultant, have been confirmed by the City and/or Commission. For professional and other service contracts, where the consultant/bidder did not meet the M/WBE requirements of a previous contract and failed to demonstrate a good faith effort to do so, said consultant/bidder will receive a deduction or adjustment for non-compliance in the evaluation of any proposal/bid submitted subsequent thereto.
M/WBE DOCUMENTATION - Firms are required to include the following documentation with the proposal. Failure to do so will render your proposal as non-responsive:

- Identification of Minority Business Participation - must be submitted with your letter of interest if your firm will employ any sub-consultants on this project; and
- Affidavit A - Listing of Good Faith Efforts; or
- Affidavit B - Intent to Perform Contract with Own Workforce, if the proposer intends to perform 100% of the work required for the contract without the use of sub-consultants.

Additional M/WBE Forms - To be utilized by the firm that is awarded the contract with the Owner

- Affidavit E - Minority Utilization Commitment Form
- Affidavit F - Minority Documentation for Contract Payments, M/WBE Replacement Request Form, and the Final Affidavit of Payment to M/WBE Sub-consultants.

It is mandatory that the Identification of Minority Business Participation form and Affidavit “A” Listing of Good Faith Efforts be properly completed and notarized as defined in the document specifications and submitted with the Bid/Proposal (unless the prime consultant/contractor intends to perform 100% of the work with Own Workforce and properly executes Affidavit B). If the proposer is a certified M/WBE firm and will be performing less than 100% of the work, then the proposer should indicate the percentage/dollar amount that they will perform, in addition to the remaining work performed by other M/WBE firms.

The Identification of Minority Business Participation form must include all M/WBE firms to be used on this project and the total percentage of the proposal that will be performed by businesses who will be subcontractors, vendors, or suppliers on this project. Additional information such as business phone number, work types, city/state, and minority category are important and useful. Failure to list, at a minimum the business name and the total percentage and/or dollar amount of firms contracting will render your proposal as non-responsive and will not be considered for award. If the proposer has no minority participation, they shall indicate this by entering the word “none” or the number “0.”

The Affidavit B Intent to Perform Contract with Own Workforce form must be executed with the Proposal/Bid only if the prime consultant/contractor intends to perform 100% of the work required for the proposal/contract without the use of sub consultants. If the prime consultant/contractor is an M/WBE firm, they must indicate such on-Affidavit B in order to receive the full 20% credit during the evaluation.

Actual participation achieved or offered shall not be determinative on the issue of good faith efforts. Further, if other factors, other than factors (a) through (g) listed on Affidavit A, are considered, they may be used to credit the contractor’s good faith efforts, but not to discredit them.

In accordance with the Minority Utilization Commitment Form “Affidavit E”, no sub consultant/subcontractor who is identified and listed on Affidavit E may be replaced with a different sub consultant/subcontractor unless:

A) the sub consultant/subcontractor’s proposal/bid is later determined by the prime consultant/contractor to be non-responsible or non-responsive, or the listed sub consultant/subcontractor refuses to enter into a contract for the complete performance of the work, or

B) With the approval of the City of Winston-Salem M/WBE office for the good cause demonstrated. Prior to substituting a sub consultant/subcontractor, the prime consultant/contractor shall identify the substitute sub consultant/subcontractor and inform the City of Winston-Salem M/WBE office of its good faith efforts; including the M/WBE Replacement Request Form.

Questions or inquires relative to City of Winston-Salem’s Minority and Women Business Enterprise (M/WBE) Program must be directed to Tiesha Hinton, Business Inclusion Manager at tieshah@cityofws.org or phone 336-734-1262.
***MUST BE SUBMITTED WITH PROPOSAL***
(unless the consultant intends to perform 100% of the work with Own Workforce)

IDENTIFICATION OF MINORITY BUSINESS PARTICIPATION

(Name of Project)

I, ____________________________________________(insert title and name of company)
do hereby certify, as ____________________________________________(insert name of company)
that on this project, ______________________________(insert name of company) will use the following
M/WBE firms as consultants. A proposer may meet the 10% goal through the participation of M/WBE sub-
consultants and/or through their own performance on the project if the proposer is a certified minority and/or
woman-owned firm.

The Proposer shall identify on its proposal the M/WBE firms to be used on this project as subcontractors,
vendors, or suppliers and the total percentage of the proposal that will be performed by each minority business. 
Failure to list, at a minimum, the minority firm business name and the total percentage of M/WBE firms
contracting will render your proposal as non-responsive and will not be considered for award. If the 
Proposer has no minority participation, they shall indicate this on the table below by entering the word “None”
or the number “0.” Blank forms will not be deemed to represent zero participation.

<table>
<thead>
<tr>
<th>Minority Firm Name</th>
<th>City-State</th>
<th>Minority Category*</th>
<th>Type of Work</th>
<th>Percent of Project Work</th>
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* Minority Categories: Black, African American (B), Hispanic (H), Asian American (AA), American Indian
  (AI), Female (WF), Socially and Economically Disadvantaged (SE), and Disabled (D).

The total percentage of M/WBE firms contracting will be _________________%
AFFIDAVIT A: GOOD FAITH EFFORTS

Project: ____________________________________________________________

A 10% goal for participation by minority/women owned businesses has been established on this proposal/bid. A proposer/bidder may meet this goal through the participation of M/WBE sub-consultants/sub-contractors, through their own performance on the project if the proposer/bidder is a minority/woman-owned firm. Please list below all M/WBE firms to be used on this proposal/bid.

Affidavit of ________________________________________________________

(Name of Proposer)

I hereby do certify the attached documentation as true and an accurate representation of my good faith efforts.

(Attach additional sheet if required)

<table>
<thead>
<tr>
<th>Minority Firm Name</th>
<th>Phone Number</th>
<th>Minority Category*</th>
<th>Type of Work</th>
<th>Dollar Value/ Percent of Work</th>
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*Minority Categories: Black, African American (B), Hispanic (H), Asian American (AA), American Indian (AI), Female (WF), Socially and Economically Disadvantaged (SE), and Disabled (D).

If the established 10% goal for participation by minority/women owned businesses is not achieved, the proposer/bidder must provide, with the proposal, the following documentation to the Owner of their Good Faith Efforts to meet the goals set forth in these provisions. Examples of documentation include, but are not limited to, the following evidence.

✓

(a) Did a representative of your company attend the pre-solicitation or pre-bid meeting scheduled by the City to inform M/WBE firms of contracting, subcontracting, and supply opportunities and to review contractor requirements of complying with the program? If no pre-bid was scheduled, did your firm submit a question in writing before the end of questions deadline?

___

(b) Did your company provide written notice to a reasonable number of specific M/WBE firms that their interest in the contract is being solicited, at least 10 days before proposals/bids are due to allow M/WBE firms time to participate? Please provide a copy of the solicitations for quotes sent to at least 3 minority firms from the source list provided by the owner for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall include a specific description of the work to be subcontracted, location where bid documents can be reviewed, name of representative of the prime bidder to contact, and location, date, and time.

___

10

15
GOOD FAITH EFFORTS (continued)

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<th>Description</th>
<th>Points</th>
<th>Awarded Points</th>
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<td>(c) Did you follow up initial solicitation of interest by contacting M/WBE firms to determine with certainty whether the M/WBE firms are interested? Please include telephone log of follow up calls you made to confirm interest.</td>
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<td>(d) How did your company identify and select portions of the work to be performed by M/WBE firms in order to increase the likelihood of M/WBE participation (including where appropriate, breaking down contracts into economically feasible units to facilitate M/WBE participation)? Please provide a copy of documentation where this information was included.</td>
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<td>(e) Explain how you provided interested M/WBE firms with equal access to specifications, plans, and requirements of the contract.</td>
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<td>(f) What services were used from the City of Winston-Salem's M/WBE office; available minority community organizations; minority contractors' groups; local, state, and federal minority business assistance offices; and other organizations that provide assistance in the recruitment and placement of M/WBE firms? Please provide a copy of this documentation. <strong>Note: A contractor must utilize at least two agencies to receive full value. Each agency is worth ten points.</strong></td>
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**Points Total** 90

*NOTE:* A proposer/bidder must accumulate at least 55 points to demonstrate a “Good Faith Effort” was made. Partial points may be awarded when the complete requirement of an item is not met.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award go to the next lowest responsible and responsive bidder.

**Identification of Minority Business Participation & Good Faith Effort Notarization**

Date:_____________ Name of Officer: __________________________

Signature __________________________

Title ______________________________

State of North Carolina, County of ______________________ Subscribed and sworn before

me this _____ day of _____, 20____ Notary Public: _____ My commission expires:

SEAL
*** MUST BE SUBMITTED WITH PROPOSAL ***

SUBCONTRACTOR/SUPPLIER UTILIZATION FORM

List below all non-M/WBE subcontractors and suppliers that you intend to use on this contract. NOTE: you will only receive credit for certified minority or woman-owned firms.

Name of Project: ____________________________________________________________

Name of Consultant: ________________________________________________________

<table>
<thead>
<tr>
<th>Firm Name &amp; Phone Number</th>
<th>City-State</th>
<th>Type of Work</th>
<th>Percent of Project Work</th>
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MUST BE SUBMITTED WITH PROPOSAL, IF APPLICABLE

AFFIDAVIT B

INTENT TO PERFORM CONTRACT WITH OWN WORK FORCE

County of _______________________________________________________

Affidavit _______________________________________________________

(Name of Firm)

I, hereby, certify that it is the intent of the aforesaid firm to perform 100% of the work required for the contract:

______________________________________________________________

(Name of Project)

In making this certification, the Proposer states:

• That the proposer does not customarily subcontract elements of this type project,
• Normally performs, has the capability to perform, and will perform all elements of the work on this project with his/her own current work force, and
• Agrees to provide any additional information or documentation requested by the City of Winston-Salem in support of the above statement.

The following information is requested and may be used during the proposal evaluation process.

Bidder certifies that:

We ( ) are a Historically Underutilized Business (HUB) certified by the State of North Carolina.

We ( ) are a minority business enterprise

We ( ) are not a minority business enterprise

If yes, please identify in the appropriate box below:

( ) Black
( ) Hispanic
( ) Asian American
( ) American Indian
( ) Female
( ) Socially and Economically Disadvantaged
( ) Disabled

*Minority Categories: Black, African American (B), Hispanic (H), Asian American (AA), American Indian (AI), Female (WF), Socially and Economically Disadvantaged (SE), and Disabled (D).

In the event the Proposer does not self-perform 100% of the work, the contract will be subject to the M/WBE goals originally established for this project, as well as, good faith efforts and documentation requirements of this program. The utilization of M/WBE firms accounts for 20% of the evaluation and scoring and will not be allocated to proposals in which an Affidavit B is submitted. A proposer may meet the 10% goal through the participation of M/WBE sub consultants and/or through their own performance on the project if the proposer is a certified minority and/or woman owned firm.
AFFIDAVIT B (CONTINUED)

The undersigned hereby certifies that he/she has read this certification and is authorized to bind the Proposer to the commitments herein contained.

Date: ______________ Name of Officer: ____________________________

   Signature: ______________________________________

   Title: ____________________________________________

State of North Carolina, County of _____________ Subscribed and sworn before me,

This __ day of ______, 20____.

Notary Public__________________

My commission expires ____________

SEAL
AFFIDAVIT “E”

MINORITY UTILIZATION COMMITMENT FORM

Project: ________________________________________________________________

Affidavit of: ____________________________________________________________
(Name of Proposer)

Within thirty (30) days after award of contract, the Proposer shall file Affidavit E identifying all M/WBE subcontractors for use on this project. No subcontractor who is identified and listed on this form may be replaced, substituted, or supplemented; nor can their scope of work be modified to include a different subcontractor unless:

(a) Subcontractor’s bid is later determined by the Proposer to be non-responsible or non-responsive, or the listed Subcontractor refuses to enter into a contract for the complete performance of the bid work, or

(b) With the approval of the City of Winston-Salem M/WBE Office for good cause demonstrated.

Good Faith Efforts as set forth in the Special Instructions to Proposers shall apply to the selection of a substitute Subcontractor. Prior to substituting a Subcontractor, the Proposer shall identify the substitute Subcontractor and inform the City of Winston-Salem M/WBE Office of its good faith efforts.

<table>
<thead>
<tr>
<th>Minority Firm Name</th>
<th>City-State</th>
<th>Minority Category*</th>
<th>Type of Work</th>
<th>Dollar Value</th>
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* Minority Categories: Black, African American (B), Hispanic (H), Asian American (AA), American Indian (AI), Female (WF), Socially and Economically Disadvantaged (SE), and Disabled (D).

Failure to provide the documentation as listed in these provisions may result in rejection of the Bid and award go to the next lowest responsible and responsive bidder.

Date: ______________ Name of Officer: ________________________________

Signature

Title

State of North Carolina, County of ______________________________ subscribed and sworn before me this ______ day of ______________, 20 ______.

Notary Public ______________________________ My commission expires ______________

SEAL
THIS DOCUMENT MUST BE SUBMITTED WITH EACH PAY REQUEST AND FINAL PAYMENT

AFFIDAVIT “F”

MINORITY DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Consultant: 
Address & Phone Number: 
Project Name: 
Pay Application Number: 
Period: 

The following is a list of payments to be made to minority business sub-consultants on this project for the above-mentioned period.

<table>
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<tr>
<th>Minority Firm Name and Address</th>
<th>Minority Category*</th>
<th>Amount Paid For This Period</th>
<th>Amount Paid To Date</th>
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* Minority Categories: Black, African American (B), Hispanic (H), Asian American (AA), American Indian (AI), Female (WF), Socially and Economically Disadvantaged (SE), and Disabled (D).

Date: ___________________ Approved/Certified by ___________________

In addition to the list of payments above, I hereby certify that no sub-consultant that was identified and listed on Affidavit A- Minority Participation/Good Faith Efforts Form, has been replaced without approval from the City of Winston-Salem’s M/WBE Division. Note: Additional M/WBE’s can be added for new work only. In this case, please notify M/WBE staff.

THE ABOVE MENTIONED PROJECT IS APPROXIMATELY ________% PERCENT COMPLETE
To be completed and submitted prior to final payment being made

AFFIDAVIT OF PAYMENT TO
M/WBE SUBCONSULTANTS

The undersigned certifies that

(Name of Proposer)

has made payment to all M/WBE sub-consultants listed below in accordance with the contract requirements for

(Name of Project)

Your contractual requirement for this project is 10% with certified M/WBE firms.

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<th>Sub consultant</th>
<th>Address</th>
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(Attached another sheet if needed)

Authorized Signature: ______________________________

On this _____ day of ____________, 20__, ________________ appeared

(Name of person)

before me, being personally known, being duly sworn, did execute the foregoing affidavit, and did so state that he/she was properly authorized by _________________________________ to execute the affidavit

(Name of bidder)

And so on his/her free act and deed.

Notary Public _____________________________ My commission expires _____________________

SEAL

TO BE COMPLETED BY CITY

M/WBE SPENDING

Project: _________________________________

Original Proposal Cost: $_______________________________

Contractual Requirement: M/WBE 10%

Subcontract Spending: M/WBE $__________________________ %

Verified this _____ day of ____________, 20__ By: _________________________________

M/WBE Staff
M/WBE Replacement Request Form

It is the policy of Winston-Salem and the City/County Utility Commission (an agency of the City of Winston Salem), that minority and women-owned business enterprises shall have an equal opportunity to participate in the performance of contracts financed in whole or in part with the City and/or Commission funds.

In accordance with the “Minority Utilization Commitment Form-Affidavit E”, no sub-consultant who is identified and listed on this form may be replaced with a different sub-consultant unless: A) the sub-consultant’s proposal is later determined by the consultant to be non-responsible or non-responsive, or the listed sub-consultant refuses to enter into a contract for the complete performance of the work, or

B) With the approval of the City of Winston-Salem’s M/WBE Division, good cause has been demonstrated. Prior to substituting a sub-consultant, the Consultant shall identify the substitute sub-consultant and inform the City of Winston-Salem’s M/WBE Division of its good faith efforts; including the M/WBE Replacement Request Form. In order to meet the terms stated above, an M/WBE Replacement Request Form must be completed. Replacement of an M/WBE without written approval from M/WBE Staff is a violation of contract provisions and may result in the Consultant being disqualified from submitting proposals on future City and/or Commission projects.

If a committed M/WBE sub-consultant is terminated for a good cause, the Consultant shall make a Good Faith Effort to find another M/WBE sub-consultant to substitute for the terminated M/WBE. This Good Faith Effort shall be directed at finding another M/WBE to perform at least the same amount of work under the contract as the M/WBE that was terminated, to the extent needed to meet the contract goal established for the project.

Replacement M/WBE: ____________________________________________________________

Amount of Subcontract: _______________________________________________________

Work to be performed: _________________________________________________________

New Committed M/WBE Signature: __________________________ Date: __________

By signing this document, the Consultant, M/WBE, and City of Winston Salem’s M/WBE Division acknowledges that the 5 days to respond was given, and concurs with the process of replacing the named M/WBE sub-consultant.

Original M/WBE Signature (where possible) Date

__________________________ Date

Consultant Signature

__________________________ Date

M/WBE Staff Signature
INSTRUCTIONS FOR SUBMITTAL OF M/WBE REPLACEMENT REQUEST FORM

IN ADDITION TO SUBMITTING THIS FORM, THE CONSULTANT MUST ENSURE THAT THE FOLLOWING STEPS ARE SATISFIED.

1. Prior to starting the replacement process, the consultant is responsible for coordinating with the M/WBE sub-consultant to see if they are willing and able to perform the work as indicated in their contract. If the Consultant notices a reoccurring issue with an M/WBE sub-consultant, the Consultant shall notify the City of Winston Salem M/WBE staff and keep them abreast of the issues.

2. If the M/WBE sub-consultant cannot perform the work or if the Consultant shows good cause for replacement, M/WBE staff will coordinate with the Consultant to begin the M/WBE replacement process. M/WBE staff will coordinate with other City departments as appropriate.

   (Examples of good cause include: M/WBE fails or refuses to execute a written contract; M/WBE fails or refuses to perform the work of its subcontract consistent with normal industry standards; M/WBE fails to meet reasonable, nondiscriminatory bond requirements; M/WBE becomes bankrupt, insolvent, or exhibits credit unworthiness; M/WBE is ineligible to work because of suspension and debarment proceedings; M/WBE voluntarily withdraws from the project and provides written notice; M/WBE owner dies or becomes disabled and is unable to complete its work; or other documented good cause that compels termination. Good cause does not exist where the Contractor terminates a committed M/WBE for failure or refusal to perform the work of the subcontract results from bad faith or discriminatory action of the prime consultant.)

3. Before requesting the City of Winston Salem’s consent for the proposed termination/replacement of an M/WBE, the Consultant shall give written notice of the proposed termination/replacement, including the reason for termination/replacement, to the M/WBE firm with a copy to the City of Winston Salem M/WBE staff. The M/WBE shall be given five days to respond unless the five-day requirement needs to be reduced, due to public necessity (e.g. safety).

4. After the notice period has passed, M/WBE staff will ensure that the Consultant has submitted all supporting documentation for the M/WBE replacement. Letters, phone logs, emails or any other correspondence between the Consultant, the M/WBE sub-consultant, and/or City staff will be considered supporting documentation. This documentation must provide valid reason(s) for replacement as well as the opportunity to correct the issue. Consultants cannot replace for convenience or perform the work with its own forces or those of an affiliate.

5. Once the Consultant is given approval by the City of Winston Salem M/WBE staff to replace an M/WBE sub-consultant, M/WBE staff will send notification to the City project manager and the City/County Purchasing Department for informational purposes.

6. Signature lines on form: Ideally, the form should contain the signature of the original M/WBE sub-consultant being replaced. However, if this is not possible (i.e. the M/WBE will not sign), the documentation supporting the decision and acknowledgement of the reasons for replacement of the M/WBE sub-consultant should be attached. The form shall also be signed by the replacement M/WBE to show their participation on the project as the new committed M/WBE.