



PROCUREMENT DIVISION

Mecklenburg County Sheriff's Office

Weapons Exchange

ITB

#487-BR-SHF006009A

December 20, 2023

This Solicitation document is prepared in a Microsoft Word format. Any alterations to this document made by the Vendor may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to Mecklenburg County.



Procurement Division
700 East 4th Street, 4th Floor
Charlotte, North Carolina 28202

December 20, 2023

This serves as official notice that Mecklenburg County located in Charlotte North Carolina through its Sheriff's Office is soliciting and will receive proposals from qualified, Federally Licensed Firearms Vendors for a Weapons Exchange. Requirements are outlined in the following specifications. Please review them carefully.

A **Non-Mandatory** Pre-Proposal Conference for the purpose of reviewing the Solicitation will be held as noted in the Schedule of Events. You may access the conference via phone or Teams.

Questions regarding the Solicitation must be submitted by the date noted in the Schedule of Events.

- Email to Meckbids@mecklenburgcountync.gov.
- In the Subject Line include:
 - Attention: Sheriff's Weapons Exchange - SHF006009A
 - Brandon Reiff, Procurement Analyst

Proposals are to be submitted **By Mail or Hand Delivered** to the site location listed below and by the date and time notated below, and in the Schedule of Events. Use the Checklist on the following page as a guide in preparing and submitting your response to the Solicitation.

- The Bids should include two, sealed, original signed copies.
- Mail Bids or Hand Deliver Bids to 801 East 4th St., Stancil Center, Charlotte, North Carolina 28202, **Attention: Rachel VanHoy** before 3:00PM EST on 02/06/24.
- The Bid Opening will take place at 3:00 PM, EST on 02/06/24. Bids received on or after 3:00 PM, EST on 02/06/24 will not be accepted.
- **Please be sure to allow enough time for transmittal of the bids via Mail, Fed. Ex., etc.**
- On the outside of the packages please note: **Weapons Exchange ITB SHF 006009A, Attn: Rachel VanHoy**
- **NIGP Code:** 99806 Ammunition, Explosives, and Weapons (Licensed Dealers Only),

Technical support to assist with vendor registration will be available up until the proposal/bid due date in the Schedule of Events.

Contact for Technical Support/ Or Registration:

- Email: vendor.management@mecklenburgcountync.gov
- Division Telephone: 980-314-2400

All changes to the terms, conditions or specifications stated in this Solicitation will be documented in a written addendum, issued by the Procurement Analyst. The Addenda will be posted in [MECKProcure](#), and may be accessed at this website by searching the Solicitation Number.

If you plan to submit a response and require the pictures of the weapons, please email your request to Meckbids@Mecklenburgcountync.gov. In the subject line note Attn: Brandon Reiff, SHF006009A, Weapons Picture Request.

Sincerely,
Brandon Reiff
Procurement Analyst
brandon.reiff@mecklenburgcountync.gov

Checklist for Submitting a Proposal:

Instructions: This Checklist is to provide guidance in submitting a response to the Solicitation. The checklist must be followed. The County may consider proposals non-responsive for any items or deadlines not met as listed below.

1. **Read the document fully.**
2. Submit **Form A. BID/Solicitation Participation Acknowledgement** to Meckbids@mecklenburgcountync.gov.
3. Refer to this **Schedule of Events** for dates, times and locations specific to the Solicitation.

DATE	Time (EST)	LOCATION/Submittal Requirement	EVENT
12/20/2023	N/A	MECKProcure	Issue Solicitation Notice
1/3/2024	N/A	Meckbids@mecklenburgcountync.gov	Form A. BID/Solicitation Participation Acknowledgement Forms Due
1/9/2024	2:00 pm	Teams Meeting Click here to join the meeting Meeting ID: 212 591 955 909 Passcode: JZVPG7 Phone #: 704-672-5181 Phone Conference ID: 885 441 075#	Pre-Proposal Conference
1/10/2024	2:00 pm	Vendor Registration Form for Training	Vendor Registration and Submittal Training
1/16/2024	Before 2:00 pm	Meckbids@mecklenburgcountync.gov	Questions Due
1/23/2024	Before 5:00 pm	MECKProcure	Post County Response to Vendor Questions
2/6/2024	Before 3:00 pm	Mail or Hand Deliver Bids before 3:00 pm EST	Proposals Due
2/6/2024	3:00 pm	801 East 4 th St., Stancil Center, Charlotte, NC 28202	Public Bid Opening
1/6/2024	N/A	N/A	Target Contract Start Date

Note: Mecklenburg County reserves the right to adjust this schedule as it deems necessary.

4. **Proposal Format** - The following items must be submitted in the following order at the time of proposal submission. Vendors are encouraged to check off each item as the required action is completed:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Section 3.1 - Letter of Transmittal | <input checked="" type="checkbox"/> Section 3.2 - Executive Summary |
| <input checked="" type="checkbox"/> Section 3.3 - Statement of Work | <input checked="" type="checkbox"/> Section 3.4 - Insurance |
| <input checked="" type="checkbox"/> Section 3.5 - Permits and/or Licenses, if applicable | <input checked="" type="checkbox"/> Section 3.6 - Audited Financial Statement, if applicable |
| <input checked="" type="checkbox"/> Form B, Pricing Worksheet | <input checked="" type="checkbox"/> Form C, Contract Exceptions Form |
| <input checked="" type="checkbox"/> Form D, Addenda Receipt Confirmation | |
| <input checked="" type="checkbox"/> Form E, Vendor Company Information - Background and Experience Form | |
| <input checked="" type="checkbox"/> Form F, Vendor Reference | |
| <input type="checkbox"/> Business Diversity & Inclusion (BDI) Forms - NOT APPLICABLE FOR THIS SOLICITATION | |
| <input type="checkbox"/> Attachment 1: BDI Form A – BDI Solicitation Coversheet | |
| <input type="checkbox"/> Attachment 2: BDI Form B – Identification of Subcontractor Participation | |
| <input type="checkbox"/> Attachment 3: BDI Form C – Statement of Intent to Perform Contract with OWN Workforce | |
| <input type="checkbox"/> Attachment 4: BDI Form D – MWBE Inclusion Plan | |

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Introduction

1.1. Objective

Mecklenburg County, located in the State of North Carolina, is seeking Bids/Proposals from qualified, Federally Licensed vendors to provide/perform Weapons Exchange.

Award of a Contract will be made to One vendor on a competitive basis following the process, terms, and conditions as described in this Solicitation.

Contract will be for a term of the Memorandum of Agreement (MOA) terms and conditions. The MOA Draft can be found in the Supporting Documents of this ITB.

Vendors shall provide pricing based on the requirements per the Price Sheets included in this ITB in Supporting Documents (Attachments). The proposed cost shall remain in effect for the duration of the Memorandum of Agreement (MOA).

1.2. Business Diversity & Inclusion (BDI) Program

It is the practice of the Mecklenburg County's Business Diversity and Inclusion Program (the "BDI Program"), in conjunction with the County Procurement Division, to foster greater competition, increase opportunities for participation by all segments of the business community, and maximize value for the taxpayers' dollars through efficient use of public funds.

The BDI Program accordingly is intended to promote full and equal business opportunities for all businesses contracting with Mecklenburg County by increasing the opportunity for purchase of goods and services from minority-owned and women-owned enterprises.

The [BDI Program Provisions Guide](#) details requires Contractors and Subcontractors to take all reasonably necessary steps to ensure maximum inclusion opportunity for the participation of Minority-owned, Women-owned, and Small Business Enterprises (collectively "MWSBE"), herein referred to as MBE, WBE or MWBE firms as well as other responsible vendors with fair and reasonable opportunity to participate in conducting business with Mecklenburg County.

1.3. Mecklenburg County Rights and Options

- County may in its discretion require one or more vendors to make presentations to the evaluation team or appear before management and/or its representatives for an interview.
- During such interview, the vendors may be required to orally and otherwise present its proposal and to respond in detail to any questions posed. Additional meetings may be held to clarify issues or to address comments, as deemed appropriate.
- Vendors will be notified in advance of the time and format of such meetings. Since Mecklenburg County may choose to award a Contract without engaging in discussions or negotiations, the proposals submitted shall define the vendors best offer for performing the services described in this Solicitation.
- The commencement of such discussions, however, does not signify a commitment by County to execute a Contract or to continue discussions. County may terminate discussions at any time and for any reason.
- County will decide which proposal best meets the criteria outlined in the Solicitation.
- County reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the proposal or prejudice other offers, or to reject, for good and compelling reasons, any and all proposals submitted.
- Should vendors find discrepancies or omissions in this Solicitation, or any other documents provided by Mecklenburg County, the vendors should immediately notify the County of such potential discrepancy in writing via email as noted above, and a written addendum will be made available, if the County determines clarification necessary.
- Vendors are encouraged to make a good faith effort to include environmental considerations supporting waste reduction, recycling and buy-recycled products supporting markets for recycled and other environmentally preferable products whenever practical.
- County has [Solicitation Terms & Conditions](#) posted on the internet site which speaks to non-discrimination and equal opportunity. The County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of minority business enterprise in procurement activities and provides equal

opportunity for all businesses and does not discriminate against any vendor regardless of race, color, religion, age, sex, and national origin or disability.

- County reserves the right to reject any and/or all proposals in connection with this project, and to waive formalities in the proposal during any step of the procurement or awarding process (even after negotiations have begun).
- Final award of Contract is contingent upon availability of funds from Federal, State and/or local governing bodies.

2. Solicitation Process

2.1. Pre-Proposal Conference

- A **Non-Mandatory** Pre-Proposal Conference will be conducted according to the **Schedule of Events**. While attendance at the Pre-Proposal Conference is not mandatory, all interested vendors are encouraged to call in.

2.2. Submission of Responses

- Responses must be Mailed or Hand Delivered to 801 East 4th St., Stancil Center, Charlotte, North Carolina 28202, Attention: Rachel VanHoy
- Include two, Hard Sealed copies, both originally signed.
 - On the outside of the package please note: Attention: Weapons Exchange ITB SHF 006009A, Rachel VanHoy
- Responses sent by fax, email or flash drive will not be accepted.
- Responses must be on site prior to 3:00PM EST as noted in the Schedule of Events to be considered.

2.3. Proposal Opening

- As required by North Carolina General Statute 143 – 131 according to type of Solicitation:
 - Procurement staff will open the proposals received on 02/06/24 at 3:00 PM EST.
 - Proposals will be read aloud. No reward will take place at the Bid Opening.

2.4. Evaluation

The standard of award will be based on the lowest cost, considering the revenue from the of goods sold to the vendor, and the cost of goods purchased from the vendor, responsible and responsive.

- **Qualifications, Experience and Approach.**
 - Vendors will be evaluated based upon their understanding, experience, and qualifications in performing the same or substantially similar services, as reflected by its experience in performing such services and approach for the provision of the Services.
- **Cost Effectiveness and Value.**
 - Under this criterion, proposals will be compared in terms of the most reasonable, and or most effective pricing options.
- **Acceptance of the Terms of the Contract.**
 - The County will evaluate the proposals for compliance with the terms, conditions, requirements, and specifications stated in this Solicitation including the Sample County Contract referenced in Section 2.5 Contract listed below. Vendors shall provide pricing based on the requirements and terms set forth herein.
- **Interviews.**
 - Interviews may be conducted with vendors at the sole discretion of the County. Any costs associated with interviews is the sole responsibility of the vendor.

2.5. Contract

- Should there be exceptions to the MOA Draft Contract, list them in **Form C. Contract Exception**.
- A copy of the MOA Draft is located in Supporting Documents in the ITB and Attachments in MeckProcure.
 - If your legal counsel needs to review the MOA Draft for potential issues, the review must be completed prior to submitting a proposal.

3. Proposal Content and Format

3.1. Letter of Transmittal

The proposal must include a cover letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the vendor.

- The cover letter shall provide the name, address, telephone, and facsimile numbers of the vendor along with the name, title, address, telephone and facsimile numbers of the executive that has the authority to Contract with County.
- Each vendor shall make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal: **“The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead County as to any material facts.”**
- The cover letter must include any trade secret issues/proprietary and/or confidential information.

3.2. Executive Summary

A summary describing the vendor’s understanding of the County’s requirements/specifications and the proposed solution.

- A proposed total cost for the project.
- A brief summary of the proposed total cost.
- A summary of the approach to be undertaken to perform the services.

3.3. Statement of Work

Vendors must submit a Statement of Work to demonstrate competency in performing services as defined in this Solicitation.

- Include detailed description of the services to be completed along with sufficient information for the County to determine if the vendor meets each requirement.
- The County has identified the requirements for this Solicitation in the Scope of Work.
- Format for submission:
 - File size not to exceed 2MB

3.4. Pricing

- The Sheriff’s Office is requesting that their requirements spend equal the revenue they will gain for the weapons.
- Pricing will include all aspects of the project. SEE PRICE SHEETS IN SUPPOTING DOCUMENTS/ATTACHMENTS.
- Pricing will include travel at the [IRS Per Diem](#) rates for Charlotte NC, cost of packaging weapons, and cost of shipping the weapons.
- Any costs incurred in the process of preparing and/or submitting a proposal shall be borne by the proposer.

3.5. Insurance

- Evidence of adequate insurance or ability to obtain insurance must be included in the bid/response.
- Provide one of the following documents for the required insurance minimums marked below:
 - A Certificate of Insurance.
 - A signed and dated letter from your insurance provider on their company letterhead stating your ability to obtain coverage.
 - Mecklenburg County must be listed as Certificate Holder on the accord.
 - ☒ **Commercial General Liability**
 - Minimum \$1,000,000
 - Mecklenburg County must be listed as additionally insured.
 - ☒ **Automobile Liability**
 - Minimum \$1,000,000
 - ☒ **Worker’s Compensation and Vendors Liability**
 - State of North Carolina statutory requirements
 - If less than three (3) employees (including the owner(s), provide signed statement on business letterhead that Worker’s Compensation not required and state the number of full-time and part-time employees including owner(s)
 - ☒ **Permits and/or Licenses – Vendors to Provide a copy of their Federal License.**
 - Must procure all necessary permits and licenses and abide by all applicable laws, regulations, and ordinances of all Federal, State, and local governments in which work under any resulting Contract is performed.

3.6. Audited Financial Statement - **NOT APPLICABLE FOR THIS SOLICITATION**

3.7. BDI Program Forms – **NOT APPLICABLE FOR THIS SOLICITATION**

Bidders are expected to review the entire [BDI Program Provisions Guide](#) BDI Solicitation Coversheet as they are planning to submit the following BDI forms with their Bid/Proposal.

- Attachment 1: BDI Form A – BDI Solicitation Coversheet
- Attachment 2: BDI Form B – Identification of Subcontractor Participation
- Attachment 3: BDI Form C – Statement of Intent to Perform Contract with OWN Workforce
- Attachment 4: BDI Form D – MWBE Inclusion Plan with Bid/Proposal

The BDI forms are referenced as “*Attachments*” to this solicitation and are required forms.

4. Digital Accessibility Compliance - **NOT APPLICABLE FOR THIS SOLICITATION**

5. Vendor Support

5.1. Vendor Registration and Training

Must be completed prior to response submission but is not required to access the Solicitation documents.

- See www.meckprocure.com to:
 - Register as a vendor, click on Register located on the left side of the page.
 - To access bid documents, click on Public Access located on the left side of the page.
- Training regarding Vendor Registration and Electronic Bid Submission will be provided by the Vendor Management Program Office. The training will assist with registration and electronic bid submission.
 - To participate in the training, you must [Register for training](#).
 - Confirmation of the scheduled training along with details will be forwarded to the registrant.

5.2. National Institute of Governmental Purchasing Codes (NIGP)

- NIGP Code is a universal taxonomy for identifying commodities and services in procurement systems.
 - Commodity Code is 99806 - Ammunition, Explosives, and Weapons (Licensed Dealers Only),

6. Scope of Work

6.1 Project Overview - Mecklenburg County Sheriff's Office (MCSO) is soliciting and will receive proposals from qualified Federal Firearms Licensed Vendors to provide/perform a Weapons Exchange for seized weapons. These weapons were inspected and found to be in good working order. They will be exchanged “as is” and not subject to inspection. Please note, seized weapons may not have ammo clips or magazines. The value will be credited toward the purchase of goods sold by the vendor. Responses should include prices for the County weapons, prices for the items to be exchanged, and lead time to complete the transaction (Pickup and Delivery). The Vendor must purchase all weapons, this will not be split.

6.2. Specifications/Qualifications

- Federal Firearms License (FFL) – must submit copy of license.
- Required Insurance Coverage – must submit proof of coverage.
- Experienced and Competent with Weapons Exchanges.
- Capable of properly packaging the weapons for pick up, and transport.
- Capable of properly packaging weapons/goods for delivery.

6.3. Deliverables (service levels, reporting, milestones, etc.)

Proactive Communication

On Time Delivery of goods.

7. Submittal Forms

The following forms must be submitted at the time of proposal submission. Please refer to the Solicitation Checklist on page

- Form B, Pricing Worksheet – **USE PRICE SHEETS in SUPPORTING DOCUMENTS/ATTACHMENTS**
- Form C, Contract Exceptions Form
- Form D, Addenda Receipt Confirmation
- Form E, Vendor Company Information - Background and Experience Form
- Form F, Vendor Reference

Form A. BID/Solicitation Participation Acknowledgement

This form is to acknowledge that you are interested in participating in this project and that you have read/reviewed the County Sample Contract that will be used upon award. Failure to submit this form by the designated date as identified on the Schedule of Events shall not preclude the Company from submitting a proposal.

- Please complete and submit this form to the email address: Meckbids@mecklenburgcountync.gov.
- In the Subject Line include: Attention: Weapons Exchange SHF006009A Brandon Reiff, Procurement Analyst

AGENCY CONTACT INFORMATION			
Name:		Phone:	
Fax:		Email:	

AGENCY INFORMATION		
Agency Name:		
Name:	Title:	
Address:		
City:	State:	Zip Code:
Business Designation (check One)		
Individual [] Sole Proprietorship [] Public Service Corp [] Partnership []		
Corporation [] Government/ Nonprofit [] LLC []		

Please check the appropriate box and provide the requested information:

- Yes ☐ No ☐ **Will attend the Pre-Proposal Conference and will submit a Proposal**
Number of attendees: In-Person Via Teleconference
- Yes ☐ No ☐ **Will not attend the Pre-Proposal Conference; however, intend on submitting a Proposal**
Reason:
- Yes ☐ No ☐ **Will not attend the Pre-Proposal Conference nor submit a Proposal**
Reason:

Form B. Pricing Worksheet

Regardless of exceptions taken, Companies shall provide pricing based on the requirements and terms set forth in this RFP. Pricing must be all-inclusive and cover every aspect of the Project. Cost must be in United States dollars. **If there are additional costs associated with the Services, please add to this chart. Your Price Proposal must reflect all costs for which the County will be responsible.**

For purposes of this Solicitation, assume an initial term of three (3) years, with the County having an option to renew for two (2) additional consecutive one (1) year terms thereafter.

1. Provide an all-inclusive annual rate for the proposed services.

Service	Proposed Cost				
	Year 1	Year 2	Year 3	Year 4	Year 5

2. Provide hourly billing rates for key personnel that may be needed to complete additional services not included in the Scope of Services.

Job Title/Labor Category	Hourly Rate

Good/Service	Amount	Estimated Costs per unit, hour, etc.	Total Cost
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
Sum:			

Additional Comments:

Form C. Contract Exception

Instructions: Please acknowledge exception status to the County Sample Contract.

<input type="checkbox"/> Exceptions to the County Sample Contract*		<input type="checkbox"/> No Exceptions to the County Sample Contract	
<i>All exceptions must be listed below. Exceptions not listed may not be considered during contract negotiation.</i>			
Page #	Section	Specification/Requirement	Exception

Form D. Addenda Receipt Confirmation

Instructions: Please acknowledge receipt of all addenda posted to [MECKProcure](#) by including this form with your Proposal.

ADDENDUM #:

DATE REVIEWED:

I certify that this proposal complies with the General and Specific Specifications and conditions issued by Mecklenburg County except as clearly marked in the attached copy.

(Please Print Name)

Date

Authorized Signature

Title

Company Name

Form E. Vendor Company Information - Background and Experience

Vendor Background	
Question	Response
Vendor Identification	
Vendor Legal Name:	
Vendor Assumed or DBA Name:	
Vendor Address:	
Vendor Contact Information:	
Corporate Notes	
Ownership:	
State company ownership status <ul style="list-style-type: none"> Business Sole Proprietor Partnership Corporation Limited Liability Corporation (LLC) Other 	
State what city and state the company was legally formed.	
State the date the company was formed.	
Certified Partnerships:	
Identify certifications held for implementing another firm's products. Include how long the partnership or certification has been effect.	
Organization Size:	
Describe organization, including any parent companies, subsidiaries, affiliates and other related entities. <ul style="list-style-type: none"> If a Subsidiary <ul style="list-style-type: none"> # Of employees of proposing company/division Identify revenues of proposing company/division 	
Vendor Experience	
Customer Base:	
# Of public sector clients.	
# Of clients that are municipalities/counties	
# Of clients served similar in size to the County	
Terminated Projects:	
List any terminated projects. Please disclose the jurisdiction and explain the reason for the termination.	
Litigation:	
List any litigation that you have been involved with during the past two (2) years regarding services provided.	
Additional Narrative Response	
Background:	

Describe company in terms of size, type of services offered, and clientele served.	
Describe track record for providing services and/or deliverables similar to the Scope of Work in the Solicitation.	
Financial Information:	
State whether the company or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or government body.	
Minority Women Business Enterprise (MWBE) Participation	
Provide a brief explanation of your company's approach to internal diversity and inclusion. <ul style="list-style-type: none"> • Provide diversity in demographics within your organization • Provide community involvement with diverse stakeholders/organizations. 	
Provide good faith information on previous projects, similar in scope and scale and the achieved diversity and inclusion on those projects.	
Project Team	
○	
Provide organizational chart, listing key individuals and responsibilities, including location of office(s). <ul style="list-style-type: none"> • Identify any MBE /WBE certified sub-firms included on your team, and identify which certification (M, W) those sub-firms have. • Any additional information you may have regarding any efforts on the part of the prime or sub-firms towards inclusion and diversity. This may include any professional agency or university outreach efforts, internship, or education programs, etc. 	
Communication	
Describe communication scheme you will use to keep the County informed about services?	
What risks are associated with project? What contingencies have been built in to mitigate those risks?	

Form F. Vendor Reference Form

Please provide the following information for three (3) customers of comparable size and scope as outlined in this Solicitation, particularly North Carolina public sector customers that the vendor has been under Contract with during the past five (5) years, as well as any additional municipality references.

References may be called at any time during the procurement process. The County will not notify Vendors before reference checks begin.

The County reserves the right to check any other reference(s) that might be indicated through the explicitly specified contacts or that result from communication with other entities involved with similar projects.

If your Bid/Proposal includes a Third-Party Provider, you must also submit a separate copy of this form for each Third-Party Provider.

REFERENCE 1:

Name of Client: _____ Phone: _____

Address: _____

Primary Contact: _____ Title: _____

Email Address: _____ Phone: _____

Service Dates: _____

Summary and Scope of Services Provided:

Client Operating Budget: \$ _____ Client # of Employees: _____

REFERENCE 2:

Name of Client: _____ Phone: _____

Address: _____

Primary Contact: _____ Title: _____

Email Address: _____ Phone: _____

Service Dates: _____

Summary and Scope of Services Provided:

Client Operating Budget: \$ _____ Client # of Employees: _____

REFERENCE 3:

Name of Client: _____ Phone: _____

Address: _____

Primary Contact: _____ Title: _____

Email Address: _____ Phone: _____

Service Dates: _____

Summary and Scope of Services Provided:

Client Operating Budget: \$ _____ Client # of Employees: _____

10/2018

BUSINESS DIVERSITY & INCLUSION (BDI) PROGRAM PROVISIONS GUIDE

Mecklenburg County Government

Formal Documents

BDI SOLICITATION COVERSHEET

The County maintains a strong commitment to the inclusion of MWBEs in the County's contracting and procurement process. Accordingly, BDI provides information and forms that Bidders will supply to be considered for the Program.

Bidders are expected to review the entire BDI Program Provisions Guide and this BDI Solicitation Coversheet as they are planning to submit the BDI form(s) with their Bid/Proposal. The Bid/Proposal should outline any supplies and/or services to be provided by Subcontractors, including each certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) for the Contract. Submittals (forms) and time frames can be referenced in Section-4.

PROJECT NAME: _____**INDUSTRY CATEGORY**
☐ Architect & Engineering ☐ Construction ☐ Professional Services ☐ Other Services ☐ Goods

Review the established participation goal type selected with the ☒ below for this specific solicitation.

PARTICIPATION GOAL TYPES☐ **A. CONTRACT-BY-CONTRACT GOALS**

THE ESTABLISHED PARTICIPATION GOALS FOR THIS PROJECT ARE:

_____ **MBE** _____ **WBE**
**Note: the goals must be achieved independently and not in combination*

Required Bid forms associated with this participation goal type are:

- [Form A] Listing of Good Faith Efforts (GFE)
- [Form B] Identification of Subcontractor Participation
- ☐ Joint Ventures Documentation (include when ☒ is selected)

☐ **B. ACHIEVEMENT GOALS**

THE ESTABLISHED PARTICIPATION GOALS FOR THIS PROJECT ARE:

_____ **MBE** _____ **WBE**
**Note: the goals must be achieved independently and not in combination*

Required Bid forms associated with this participation goal type are:

- [Form B] Identification of Subcontractor Participation
- [Form C] Statement of Intent to Perform Contract with Own Workforce
- [Form D] MWBE Inclusion Plan
- ☐ Joint Ventures Documentation (include when ☒ is selected)

☐ **C. SPECIAL PROJECTS**

THE ESTABLISHED PARTICIPATION GOALS FOR THIS PROJECT ARE:

_____ **MBE** _____ **WBE**
**Note: the goals must be achieved independently and not in combination*

Required Bid forms associated with this participation goal type are:

- [Form D] MWBE Inclusion Plan
- ☐ Joint Ventures Documentation (include when ☒ is selected)

**Attachment 2: BDI Form B – Identification of Subcontractor Participation – NOT APPLICABLE FOR THIS
SOLICITATION**

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Form B – Identification of Subcontractor Participation

[Submit with Bid]

The County maintains a strong commitment to the inclusion of MWBEs in the County's contracting and procurement process when there are viable subcontracting opportunities. Bidders must submit this form with their Bid/Proposal outlining any supplies and/or services to be provided by all Subcontractors, including each MBE, WBE, and non-certified firms for the Contract.

Prior to submission, review your documents for accuracy and ensure all items are complete

Name of Bidder: _____ **Certification Status** ☐ MBE ☐ WBE ☐ NCSBE
(Company Name) (check all that apply): ☐ CBI-SBE ☐ NCDOT-DBE

Project Name: _____ **Solicitation #:** _____ **Total Bid Amount:** _____

Authorized Person: _____ **Telephone:** _____ **Email:** _____

I, the Authorized Person, do hereby certify that on this Contract, we intend to use the following certified **MWBEs** and non-certified firms as Subcontractors (subconsultants, vendors, suppliers, and/or providers of professional and/or other services). We intend to expend the amounts/percentages below of the total dollar amount of the contract with the businesses listed

****MBE and WBE Certification with the NCHUB Office is required to be counted toward participation goals.**

Total Utilization Amount	Total Utilization Percentage	Total MBE Amount	Total MBE Percentage	Total WBE Amount	Total WBE Percentage	Total Non-Certified Amount	Total Non-Certified Percentage

#	Firm Name / Contact Person	Telephone / Email	County / State	Scope of Work	MBE Amount	WBE Amount	Non-Certified Amount
1							
2							
3							
4							
5							
6							

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7							
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15							

(add additional sheets if needed)

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with the firms listed on this form, conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract, giving rise to all contract and/or statutory remedies, including but not limited to cancellation of the contract.

The undersigned hereby certifies that he or she has read the BDI Program Provisions Guide and the terms of this commitment and is authorized to bind the Bidder to the commitment herein set forth.

Signature of Authorized Person_____
Title_____
Date

Attachment 3: BDI Form C – Statement of Intent to Perform Contract with OWN Workforce
- **NOT APPLICABLE FOR THIS SOLICITATION**

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Form C – Statement of Intent to Perform Contract with OWN Workforce

[Submit with Bid]

Prior to submission, review your documents for accuracy and ensure all items are complete

Name of Bidder:

(Company Name)

Certification

☐ MBE

☐ WBE

☐ NCSBE

Status:

☐ CBI-SBE

☐ NCDOT-DBE

Telephone:

Emails:

Project Name:

Solicitation #:

Total Bid Amount:

I hereby certify that it is our intent to perform 100% of the contract required for this Contract.

1. In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type of project, normally performs, has the capability to perform, and will perform **all elements of the work** (labor) on this project with his/her own current workforces – **including any aggregation of material, equipment or supplies required for the project provided by the Bidder's company for utilization on a County Project, with the total value of which is ten percent (10%) or more of the value of the contract or \$2,000, whichever is less; and**

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

2. If it should become necessary to subcontract some portion of the work at a later date, the Bidder will comply with all "Good Faith Efforts" requirements in providing equal opportunity to MWBE firms to Subcontract the Work. The BDI Program Office should be notified immediately and approved, and respective BDI Program Provisions and Forms should be adhered to.

The undersigned hereby certifies that he or she has read the BDI Program Provisions Guide and this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____

Name of Authorized Person: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20 _____

Notary Public Name/Signature _____

My commission expires _____

SEAL

Attachment 4: BDI Form D – MWBE Inclusion Plan - NOT APPLICABLE FOR THIS SOLICITATION
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Form D – MWBE Inclusion Plan

[Submit with Bid, when selected in the BDI Solicitation Coversheet]

Create a detailed description of the strategies and actions the Bidder will take to outreach fairly and equitably, support, and contract with MWBEs.

Prior to submission, review your documents for accuracy and ensure all items are complete

The following are elements to incorporate into the MWBE Inclusion Plan to help collaborate with MWBEs by addressing the following, but not be limited to:

- the firms you contacted, when, and how you made contact, and their contact information
- the outreach strategy used to meet this Contract's MWBE achievement goals;
- the specific resources and resource contacts utilized to locate MWBE firms for this Contract;
- the plan for building a connection with MWBEs and developing a project team;
- the plan to strengthen business relationships;
- the methods that will be used to improve lines of communication;
- the approach(es) that will be taken to resolve disputes;
- detailed description of the supportive services and activities that will be established for business development and how the plan will be executed;
- the mentorship opportunities that will be made available and how those opportunities will be executed; and
- the efforts that will be made available for capacity building and how those efforts will be executed.

(add additional sheets if needed)