



METRO

600 NE Grand Ave.
Portland, OR 97232-2736
(503) 797-1700

MBE/WBE/ESB Program Form

GOOD FAITH PROGRAM

The Metro Council is committed to doing business with minority, woman-owned firms and emerging small businesses. The Council recognizes that supporting these firms will result in a stronger economy and increased competition.

To this end, Metro has established these procedures to maximize utilization of MBEs, WBEs and ESBs for Metro projects. The following six steps are required to help us monitor the usage of these firms.

Good Faith Efforts Steps:

1. Identify areas in which you intend to use sub-contractors.
2. Attend the Pre-Bid meeting if held. Meet any MBE/WBE/ ESB firms at the Pre-Bid meeting.
3. Contact several (or all) certified MBE/ WBE/ ESB firms listed (with the State of Oregon) to perform the work needed. (Metro's Purchasing & Contracts Office will be happy to provide you with a list of firms upon request (503)797-1816)
4. Negotiate with interested, available and capable MBE/WBE/ ESB firms who submit competitive bids.
5. Report to Metro all sub-contractors contacted. Please include their response and price quoted.
6. List all sub-contractors that you intend to use on this project.

Please note a selected MBE/WBE/ESB firm must be used unless Metro authorizes a substitution.

Thank you for your assistance in this important area. Attached are forms to complete and return as part of your bid document. Please contact our Purchasing and Contracts Division at (503) 797-1816 if you have any questions.



MBE/WBE/ESB Program Form

THIS IS A REQUIRED FORM TO BE SUBMITTED WITHIN TWO HOURS OF BID CLOSING

Project Name _____

Bidder/Proposer _____

Address _____

Phone _____ Fax _____

Bid Closing Date: _____ **Time:** _____

YOU MUST SUBMIT THIS FORM WITHIN TWO (2) HOURS OF THE ABOVE CLOSING DATE

Step 1. Identify areas in which you intend to use sub-contractors.

Step 2. Attend the Pre-Bid meeting if held. Meet any MBE/WBE/ESB firms at the Pre-Bid meeting.

Name of person who attended pre-bid _____

Step 3, 4 & 5. List all firms contacted for sub-contracting work. (use more sheets if necessary)

Sub-contract for _____

MBE, WBE, ESB, Other	Certification #	Name of Firm	Date Contacted	Mode of Communication	Amount of Bid	Comments



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Sub contract for _____

MBE, WBE, ESB, Other	Certification #	Name of Firm	Date Contacted	Mode of Communication	Amount of Bid	Comments

Sub contract for _____

MBE, WBE, ESB, Other	Certification #	Name of Firm	Date Contacted	Mode of Communication	Amount of Bid	Comments

Sub contract for _____

MBE, WBE, ESB, Other	Certification #	Name of Firm	Date Contacted	Mode of Communication	Amount of Bid	Comments



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Step 5: List all sub-contractors used for this project.

BIDDER/PROPOSER INTENDS TO SUBCONTRACT WITH THE FOLLOWING:

Subcontractor/ Supplier	Non ** MBE WBE ESB	Nature Of Work	Dollar Value Of Participation
Contact Name Address Phone			CCB #*
Contact Name Address Phone			CCB #*
Contact Name Address Phone			CCB #*
Contact Name Address Phone			CCB #*

*Please include Construction Contractors Board Number

** Non W/W/ESB Sub-Contractors

Total Bid/Proposal Amount _____

Authorized Signature _____

Date _____