Contra Costa County

Public Works Department

Bidder's
Disadvantaged Business Enterprise (DBE)
Good Faith Efforts
Booklet

For use in bidding federally funded County projects subject to the Disadvantaged Business Enterprise (DBE) Program.

For questions about this booklet or any components of the DBE Good Faith Effort, please contact the County's Design/Construction Division Affirmative Action Liaison at (925) 313-2000.

Public Works Department
Bidder's DBE Good Faith Efforts

Project Name:_____

County Project Number:_____

Federal Project Number:_____

Bidder Information

_____
Company Name

_____
Street Address

_____
City State Zip Code

Telephone number: _____Fax number:_____

Email address:_____

Contact Person:_____

Contact Person's Telephone Number:_____

Name of person completing this form:_____
(Print)

Phone Number:_____

Signature:_____

This booklet contains suggested forms and formats for all prime contractors to use to meet the good faith effort requirements.

As specified in Section 2-1.12, “Disadvantaged Business Enterprises,” of the contract special provisions, all bidders shall submit the following information to demonstrate that a good faith effort to meet the DBE goal has been made if their “DBE Commitment (Construction Contracts), Exhibit 15-G” form indicates that the DBE goal will not be met.

Even if the bidder’s “DBE Commitment (Construction Contracts), Exhibit 15-G” form indicates the DBE goal will be met, bidders should submit the following information to protect their eligibility for award of the contract. This is important because if during analysis by the County it is determined that the bidder did not meet the DBE goal (for example, if the subcontractor submitted by the bidder was not certified on the date bids were opened, or if the bidder made a mathematical error), the “DBE Commitment (Construction Contracts), Exhibit 15-G” form will not normally provide sufficient information to demonstrate that a good faith effort was made.

Good Faith Effort Cover Letter

Good Faith Effort documentation should be submitted to the Design/ Construction Division at the address shown in this example.

Example

ABC Construction Company
123 Main Street
Anytown, CA 98765
925-321-7654
Fax: 925-321-7655

February 9, 2014

County of Contra Costa
Design/Construction Division
Public Works Department
255 Glacier Drive
Martinez, CA 94553

RE: Good Faith Effort for Byron Highway Modification
County Project #: 9346-WH2909
Federal Project #: 700
Bid Due Date: February 10, 2014

Dear Mr. Clark:

Enclosed is our Good Faith Effort documentation required under the specifications of the above referenced project.

If you have any questions regarding these submittals, please contact Roger Smith at 925-321-7654.

Regards,
Roger Smith
Project Administrator

Encl.

DBE Race Conscious Goal

The DBE goal is project specific and is listed in the Notice to Bidders.

In the Notice to Bidders:

THIS IS A FEDERAL AID CONTRACT. THE DISADVANTAGED BUSINESS ENTERPRISE (DBE) CONTRACT GOAL IS [X.XX %]. YOU MUST MEET THIS DBE GOAL AND/OR PROVIDE ADEQUATE GOOD FAITH EFFORT DOCUMENTATION AS OUTLINED IN THESE SPECIAL PROVISIONS. TO COMPLY WITH THE COUNTY DBE PROGRAM'S GOOD FAITH EFFORT, THE BIDDER MUST TAKE CERTAIN ACTIONS A MINIMUM OF FIFTEEN (15) DAYS PRIOR TO BID OPENING.

All Good Faith Effort documentation must be submitted with the bid or within two (2) working days following the bid opening for the Flood Control District/Public Works Department.

Failure to submit the required good faith effort documentation within the required time period will render the bid non-responsive if the DBE goal is not met.

For Good Faith Effort assistance, please contact the County's Design/Construction Division Affirmative Action Liaison at (925) 313-2000.

DBE Commitment Form

This form is included in the Proposal and Contract and must be completed and submitted as part of your bid proposal. This form is used to calculate your DBE participation percentage.

EXHIBIT 15-G LOCAL AGENCY BIDDER DBE COMMITMENT (CONSTRUCTION CONTRACTS)

Example

NOTE: PLEASE REFER TO INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM

LOCAL AGENCY: Contra Costa County LOCATION: Kirker Pass Road

PROJECT DESCRIPTION: Pavement widening, fill slopes, culvert modifications, rock slope protection, fencing, guard rail, signi[illegible] stri[illegible]g.

TOTAL CONTRACT AMOUNT: $ 735,250.00

BID DATE: March 11, 2014

BIDDER'S NAME: ACME Construction, Inc.

CONTRACT DBE GOAL: **18.00%**

CONTRACT ITEM NO.	ITEM OF WORK AND DESCRIPTION OR SERVICES TO BE SUBCONTRACTED OR MATERIALS TO BE PROVIDED (or contracted if the bidder is a DBE)	DBE CERT NO. AND EXPIRATION DATE	NAME OF EACH DBE (Must be certified on the date bids are opened - include DBE address and phone number)	DOLLAR AMOUNT DBE
2	Quality Control Plan	111111, 10/10/2015	USA Planning Co.	$ 10,000.00
18, 20	Asphaltic Emulsion, HMA	222222, 11/11/2015	USA Oil & Rock Co.	$100,000.00
30 to 36	Thermoplastic Traffic Striping	333333, 12/12/2015	USA Striping, Inc.	$ 23,000.00
			Total Claimed DBE Participation	$133,000.00 18.09%

For Local Agency to Complete:

Local Agency Contract Number: _____

Federal-aid Project Number: _____

Federal Share: _____

Contract Award Date: _____

Local Agency certifies that all DBE certifications have been verified and information is complete and accurate.

Print Name Signature Date
Local Agency Representative

(Area Code) Telephone Number: _____

Signature of Bidder

Date (Area Code) Tel. No.

Person to Contact (Please Type or Print)

Local Agency Bidder DBE Commitment (Construction Contracts)
(Rev 6/26/09)

Distribution: (1) Copy – Fax or scan a copy to the Caltrans District Local Assistance Engineer (DLAE) within 30 days of contract execution. Failure to send a copy to the DLAE within 30 days of contract execution may result in de-obligation of funds for this project.
(2) Copy – Include in award package to Caltrans District Local Assistance
(3) Original – Local agency files

The following Sections are a restatement of the Good Faith Efforts outlined in both Section 2-1.12B(4), "Good Faith Efforts Requirement," of the Special Provisions. Additional guidance over what is outlined in the Special Provisions and Proposal is provided, along with documentation examples. The types of actions you take and the documentation necessary to establish your good faith efforts to meet the DBE goal should include the following:

Section 1.	IDENTIFY SUFFICIENT WORK FOR DBEs	DESCRIPTION

Purpose: To identify, list, and select specific work items in the project to be performed by subcontractors, suppliers, manufacturers, and/or truckers.

Action:

1.) Demonstrate that <u>sufficient work to meet the DBE goal</u> was made available to DBE firms. In preparation for advertising and soliciting sub-bids from interested DBEs, identify items of work, including materials, to make available to DBE firms.

2.) As a part of identifying the items of work, break down, where appropriate, the contract work items (including those items normally performed by the bidder with its own forces) into economically feasible units to facilitate DBE participation.

Required Documentation: List the items of work for which you requested sub-bids or materials to be supplied by DBEs (Example template provided on following page).

Section 1.	IDENTIFY SUFFICIENT WORK FOR DBEs	TEMPLATE

BREAKDOWN OF WORK ITEMS

Work Area or Materials	Prime Bidder Performs (Y/N)	Estimated Amount $	Estimated Percentage of Contract

Section 2.	ADVERTISEMENT	DESCRIPTION

Purpose: To make sure a large number of businesses are aware of the project and to outreach to DBE businesses.

Action:

1.) Not less than **ten (10) calendar days prior to bid opening**, advertise for sub-bids from interested DBEs;

2.) The advertisement must list the name of the project;

3.) The advertisement is not to be a "plan holder(s)" advertisement provided by the publication;

4.) The advertisement must be a paid advertisement in one or more daily or weekly newspapers, trade association publications, minority or trade oriented publications, or trade journals, such as the Daily Construction Service, Daily Pacific Builder or Small Business Exchange; and

5.) The advertisement must include:

a. The Agency (Contra Costa County)
b. Name of the project and number;
c. Items of work available for subcontracting (including suppliers, manufacturers, and truckers), consistent with items of work listed in Item 1 above;
d. The bidder's contact person's name and telephone number;
e. Engineer's estimate of entire project;
f. Information on the availability of plans, specifications and requirements for the project;
g. The bidder's policy concerning assistance to subcontractors, supliers, manufacturers, and/or truckers in obtaining bonds, lines of credit, and/or insurance; and
h. The number of working days in the contract
i. The sub-bid submittal due date.

6.) The wording of the advertisement shall not exclude or seriously limit the number of potential respondents.

Required Documentation: Provide a list of publications that an advertisement was placed and for each publication listed, submit a copy of the advertisement showing the name of the publication, the date of the publication, and/or proof of publication statement or other verification (documentation) that confirms the date the advertisement was published and the contents of the advertisement.

Note: The advertisement can also be used to satisfy Section 1, "Identify Sufficient Work for DBEs."

Section 2.	ADVERTISEMENT	EXAMPLE

Advertisement

Example

Published by Eldridge Bid Reporter CALIFORNIA BID BULLETIN Issue#1399 January 29, 2014

Satisfies Section 2

ABC Construction Company is requesting sub-bids from qualified DBE subcontractors, suppliers, manufacturers & truckers for: Contra Costa County Public Works Dept., 255 Glacier Drive, Martinez, CA

Satisfies Section 2

Project: North Broadway Area Infrastructure Program Phase 3.A
Project#: 0662-GR4141-02
Engineer Est.: $450,000
No. Working Days: 30
Bid Due Date: 2/10/14 at 2 pm

Satisfies Section 2

For the following (but not limited to) work: traffic control, construction area signs, clearing, trucking, hazardous materials removal, grinding, minor concrete, striping, electrical, asphalt, concrete, storm drain pipe

Satisfies Section 1& 2

If you are interested in bidding on this work or know someone who is, please contact Steve @ 925-321-7654 Fax: 925-321-7655

Satisfies Section 2

Plans, Specs, and Requirements for the project are available for review at our office in Anytown or at the Contra Costa County Public Works Dept. 255 Glacier Drive, Martinez, CA, 94553 and are available for purchase online at www.cccounty.us/pwprojects.

Satisfies Section 2

For assistance in obtaining bonds, lines of credit, and/or insurance for this project, please contact Steve at the noted phone number.

Satisfies Section 2

ABC Construction Company
123 Main Street
Anytown, CA 94553

Contact: Steve
Phone: 925-321-7654
Fax: 925-321-7655

Section 3.	WRITTEN NOTICES TO DBEs	DESCRIPTION

Purpose: To provide written notice to subcontractors, suppliers, manufacturers, and truckers requesting bids for the work areas identified in Section 1, "Identify Sufficient Work for DBEs."

To follow-up with all DBEs subcontractors, suppliers, manufacturers, and truckers or businesses initially contacted via written notices to determine if they are interested in bidding and to answer any questions regarding the DBE project.

Action:

1.) Not less than **ten (10) calendar days prior to bid opening**, send written notices to certified DBEs soliciting their interest in receiving sub-bids from them. The DBEs solicited shall be DBEs that offer services or furnish materials consistent with the needs of this project. It is up to the Bidder to determine how many businesses it will initially contact. However, the number of businesses initially contacted shall be sufficient for an adequate outreach effort. Notices should include at a minimum the following information:

a. Areas of work to be subcontracted, consistent with items of work listed in Item 1, above;
b. Agency (County) project name;
c. Name of Bidder;
d. Bidder's contact person's name, address, telephone number;
e. Description of the entire project;
f. Information on the availability of plans, specifications and other requirements;
g. Bidder's policy concerning assistance with bonds, lines of credit, and/or insurance;
h. Bid due date;
i. Working days in the contract;
j. Engineer's estimate of entire project; and
k. Other pertinent information.

Bidders may query the California Unified Certification Program (CUCP) online database at **http://www.dot.ca.gov/hq/bep/find_certified.htm** to obtain a list of certified DBEs.

Required Documentation for Action 1.):

1.) Written Notices to DBEs

a. A copy of each letter sent to available DBEs for each item of work identified in the letter.
b. If only one master letter was used, a copy of the letter should be submitted with a list of all recipients and their fax numbers.
c. Faxed copies must also include the fax transmittal confirmation log showing the date and time of transmission.

d. Mailed letters must include copies of the metered envelopes.
e. Mailed letters sent certified mail must include a copy of the certified mailed receipt for each DBE business.

Bidders using an Internet Outreach Service must submit the letter sent to the Outreach service that contains the required information, including the date the request was made. Bidders must also submit documentation from the Outreach service that lists their letter(s) showing the date they were sent by the Outreach service to DBE subcontractors, suppliers, manufacturers, and truckers.

Action:

2.) Follow-up by telephone on the initial written solicitation by contacting **all DBEs sent written notices** to determine with certainty the DBEs interest in the project.

Required Documentation for Action 2.):

2.) Follow-up Phone Calls to all DBEs sent written notices. Submit a telephone log detailing follow up with DBEs. Bidder must list **ALL** DBE businesses initially contacted (i.e., sent letters as provided in the above Action A) on a telephone log and must call **ALL** of the DBE businesses. The telephone log must include:

a. The name of each business called;
b. The telephone number of each business;
c. The name of the person you spoke to within each business;
d. The time of each call;
e. The date of each call;
f. The result of the conversation (will bid; will not bid, left a message, etc.) with each business; and
g. List the name of the person(s) from your business who did the calling.

Note: Required Documentation for Action 1): *Written Notices to DBEs* can also be used to satisfy Section 1, “Identify Sufficient Work for DBEs.”

Written Notice With Fax Transmittal

HP LaserJet 3100 SEND CONFIRMATION
REPORT for
Printer/Fax/Copier/Scanner

ABC Construction Company
925-321-7655
January – 29 – 14 2:34 PM

Job	Start Time	Usage	Phone Number or ID	TYPE	Pages	Mode	Status
542	1/29 2:34pm	0'35"	19257484577	Send	1/1	EC144	Complete

Satisfies Section 3

ABC Construction Company
123 Main Street
Anytown, CA 98765
925-321-7655 Fax: 925-321-7655
abcconstruction@aol.com

INVITATION TO BID

January 29, 2014

The Electric Shop
1210 Cedar Avenue
Pleasanton, CA 94588

Telephone: 925-748-1327
Fax: 925-748-4577

ABC Construction Company is seeking quotes from qualified MBE/WBE/SBE/OBE/LBE/DVBE businesses and invites your bid/quote on the following listed project/contract:

Project: El Sobrante Area Overlays/Pavement Replacement, El Sobrante, CA
Approx. Value: $2,415,218
No. of Working Days: 60
Owner: Contra Costa County Bids Due: 2-10-14 @ 2 pm

Satisfies Section 3

Seeking all trades including but not limited to: earthwork, asphalt, concrete, rebar, fencing, electrical, fire protect, lath/plaster/drywall, structural steel, mechanical, sheet metal, insulation and other related trades.

Satisfies Section 1 & 3

We are an equal opportunity employer and intend to seriously negotiate with qualified DBEs for project participation. For assistance in obtaining bonds, lines of credit, and/or insurance please contact Roger Smith. Plans, specifications and requirements for the project are available for review at our office or at the Contra Costa County Public Works Dept. 255 Glacier Drive, Martinez, CA, 94553 and are available for purchase online at www.cccounty.us/pwprojects. Please contact us at the above listed number for further information regarding bidding on this project.

Satisfies Section 3 & 5

Please fax your response to: Rodger Smith at 925-321-7655

We will be bidding Yes _____ No _____

Sincerely,

Rodger Smith
ABC Construction Company

Note: The fax log is checked to confirm the fax was received. The fax confirmation sheet must indicate that the transfer took place (i.e. "ok", "complete" etc.).

Metered Envelope

Example

ABC Construction Company
123 Main Street
Anytown, CA 98765

U.S. Postage
01-29-14 0.48

Bud's Construction
P. O. Box 1995
Visalia, CA 93279

Certified Mail Receipt

Example

UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

ABC Construction Company
123 Main Street
Anytown, CA 98765

SENDER: *COMPLETE THIS SECTION*

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Bud's Construction Co.
4532 Anystreet
Anytown, CA 95432-5431

2. Article Number
(Transfer from service label)

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? *(Extra Fee)* ☐ Yes

PS Form 3811, August 2001 Domestic Return Receipt 102595-01-M-2509

7001 0320 0005 8992 9081

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE

CERTIFIED MAIL

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

OFFICIAL USE

Postage	$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$

Postmark Here

Sent To Bud's Construction Co.
Street, Apt. No.; or PO Box No. 4532 Anystreet
City, State, ZIP+4 Anytown, CA 95432-5431

PS Form 3800, January 2001 See Reverse for Instructions

Telephone Log (Follow Up Phone Calls)

Example

ABC Construction Company
Contact List
Discovery House Facility

All Calls Made By
Rodger Smith

Only List DBEs

Name of Business Called	Telephone Number	Contact Person	Who did Calling	Time of Call	Date	Result of Conversation
Arrow Landscape	408-727-4915	Andrew Lang	Rodger	10:06 a.m.	2-3-14	Will Fax Bid
Bear Valley Plumbing	415-282-3404	Todd Lewinsky	"	11:14 a.m.	2-3-14	Not bidding
B&C Fence Company	408-578-5026	Dorthy Smith	"	11:52 a.m.	2-3-14	Left msg.
Delta Cement Co.	408-297-5666	Bob Valentine	"	4:20 p.m.	2-3-14	Yes will sent bid
Ebarra Landscape Services, Inc.	707-451-2105	Troy Torres	"	3:08 p.m.	2-3-14	No, will not bid
Flores Grading & Paving	916-383-2928	Ken Overton	"	1:57 p.m.	2-3-14	Not bidding
Gateway Electric, Inc.	510-222-2873	Christina Lee	"	10:39 a.m.	2-3-14	No
Hertz Air Conditioning Co., Inc.	510-522-8727	Ellen Young	"	3:33 p.m.	2-3-14	Will Fax Bid
Itachi Landscape	415-647-8955	Dan Kovaski	"	11:50 a.m.	2-3-14	Will Bid
Jett Fire Protection, Inc.	415-364-8081	Rita Holt	"	9:56 a.m.	2-3-14	Call back

Section 4.	NEGOTIATE IN GOOD FAITH	DESCRIPTION

Purpose: To negotiate in good faith with interested DBEs and consider their bids or proposals.

Action: Negotiate in good faith with interested DBEs and do not unjustifiably reject as unsatisfactory bids or proposals prepared by any DBE. Since the utilization of available DBEs is expected, only **significant price differences** will be considered as cause for rejecting such DBE bids.

Required Documentation:

1.) Bidder must prepare a **Bid Summary Sheet** of bids broken down by work areas/materials and listing the following:

   a. The names of **ALL** subcontractors, suppliers, manufacturers, and truckers – including DBEs and non-DBEs – who submitted bids and the dollar amount of their bid or quote;
   b. Indicate which – if any – subcontractors, suppliers, manufacturers, or truckers (including the Bidder's company) which were selected over a DBE firm's bid;
   c. The reason(s) for the Bidder's choice of firm(s) selected and rejected.

   If the Bidder decides to perform an area of work broken out for potential subcontracting, the Bidder must list their name and dollar amount of work to be performed in the summary. **Bidders are not given credit for their own work in meeting the DBE goals unless they are a DBE prime.**

2.) Bidder must submit copies of **ALL** bids received, regardless of whether or not they were selected. Telephone, fax, and bids received in person must also be documented.

Section 4.	NEGOTIATE IN GOOD FAITH	EXAMPLE

Bid Summary Sheet

Example

ABC Construction Company

El Sobrante Area Overlays/Pavement Replacement
El Sobrante, Martinez

Work Area or Material	Subcontractors, Suppliers, Manufacturers, and truckers	DBE Designation	Amount of Bid-Not Used (Bids Rejected)	Amount of Bid-Used (Bids Selected)	"X" If Bid Used Or Reason Why Bid Was Not Selected
SITE WORK					
Site Utilities	Calhoun Bros			$39,200	X
Site Utilities	Calhoun Bros			$7,600	X
Site Utilities	A & B Construction			$63,000	X
Site Utilities	Gateway Landscape			$36,500	X
REBAR					
Rebar	Mission City Rebar			$7,107	X
Rebar	California Rebar	DBE	$11,482		Not Low
METALS					
Structural Steel	Solano Steel Eng			$19,250	X
Structural Steel	Acosta Welding		$17,465		Material only, did not include installation
Structural Steel	Tom's Welding & Fab		$23,040		Not Low
Electrical					
Electrical				$3,999	ABC Doing Work
Electrical				$4,955	ABC Doing Work
Electrical	JR Stephens		$113,491		Not Low
Electrical	MLK Inc.		$114,500		Not Low
Concrete					
Concrete	Delta Bay Waterproofing	DBE		$15,780	X
Concrete	Insulation Pro	DBE		$10,350	X
Concrete	Dubois Concrete	DBE		$9,159	X
Concrete	Quality Erectors	DBE		$22,000	X Installation Only

Quote

Example

ABC Construction Company

925-321-7654
925-321-7655 Fax

Owned By U.S. Perma, Inc.

State License No. 439330 – Since 1962

Ceramic Mosaic Quarry Marble Granite Pavers Thin Brick

Date: February 4, 2014

Quote: 06190311
City: Martinez

QUOTE

Reference: DISCOVERY HOUSE FACILITY

Attention: Estimating

Base Bid: $40,938.00

Addendum's: 1 only

Inclusions

Ceramic tile lobby and restrooms. Mortar floor at restrooms, cement backer board at walls and lobby floor (included at $6,435.00). Waterproof membrane at restrooms floors.

Alternates

Exclusions

Demo & Prep

This is a price quote confirmation for the aforementioned project as set forth in the inclusions section of this form. This quote is in accordance with plans, drawings, and specifications as presented to us, or as specified by your company. Shop drawings are not included unless specified above. All labor, materials, taxes, freight, equipment, etc., necessary to attain a complete product are included unless otherwise stated. This bid shall be valid for a period of sixty (60) days.

Thank you,

John Smith

123 Main Street
Anytown, CA 94553

Quote

ABC Construction Company
123 Main Street
Anytown, CA 94553

925-321-7654
925-321-7655 Fax

QUOTE

Example

February 4, 2014

TO:
Bud's Construction
590 South Street
Anytown, CA 94804
Attn: Joe

RE: New Discovery House Facility Martinez

As per your request, we submit the following proposal for your approval:

Form, furnish and install concrete work to include footings, elevator walls, curb and gutters, sidewalks, driveway approach, label installation, excavate, stockpile spoils.

TOTAL PRICE: $146,000.00

EXCLUSIONS: Engineering, layout, permits, fees, testing and inspection, demo, offhaul, waterproofing, dewatering, reinforcing steel, misc. iron and steel, caulking, sealing, hardeners.

We hope this proposal meets with your approval. Looking forward to hearing from you.

Sincerely,

John Smith

Section 5.	ASSISTANCE TO DBEs	DESCRIPTION

Purpose: To assist interested DBE businesses in obtaining bonds, lines of credit, and insurance as required by the County or Bidder.

Action: Assist interested DBEs in such areas as obtaining bonding, lines of credit, equipment, supplies, materials, or insurance and providing any technical assistance or information related to the plans, specification, and requirements of the project, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate.

Required Documentation: If assistance was given, list each certified DBE to which such assistance was provided and include the following information:

a. the name of the DBE firm;
b. date assistance given;
c. contact person with DBE firm;
d. telephone number of contact person with DBE firm; and
e. an explanation of the assistance provided to the DBE firm (such as obtaining bonding, lines of credit, or insurance).

Bonds, Lines of Credit, Insurance, and Technical Assistance

DBE firm:	Date:
Contact person:	Telephone #:
Assistance offered:	

DBE firm:	Date:
Contact person:	Telephone #:
Assistance offered:	

DBE firm:	Date:
Contact person:	Telephone #:
Assistance offered:	

DBE firm:	Date:
Contact person:	Telephone #:
Assistance offered:	

Section 6.	ADDITIONAL GOOD FAITH EFFORTS	DESCRIPTION

Purpose: To take proactive steps in contacting, recruiting, and using DBE subcontractors, suppliers, manufacturers, and truckers.

Action:

1.) Contact DBE-related agencies, recruitment/placement organizations, or other groups, or take other proactive steps for assistance in contacting, recruiting, and using DBE subcontractors, suppliers, manufacturers, and truckers. Contact must occur at least **fifteen (15) calendar days** prior to the submission of bid.

The California Unified Certification Program (CUCP) online database contains an inventory of DBEs. The database can be queried by County and Work Category Code to provide a list of DBEs in specified areas. The database is online at **http://www.dot.ca.gov/hq/bep/find_certified.htm**.

2.) Written requests for assistance must contain:

a. Areas of work to be subcontracted;
b. Name of Bidder and contact person's name in the business;
c. The contact person's telephone number;
d. A description of the availability of plans, specifications, and other requirements for the project; and
e. The bidder's policy concerning assistance to subcontractors (including suppliers, manufacturers, and truckers) in obtaining bonds, lines of credit, and insurance.

Required Documentation:

1.) Submit a copy of **each** letter requesting assistance in recruiting DBEs.
2.) Faxed copies must also include the fax transmittal confirmation slip showing the date and time of transmission.
3.) Mailed letters must include copies of the metered envelopes or certified mail receipts.
4.) Provide telephone number of each agency.
5.) Provide contact person with the agency.
6.) Provide response received from the agency (i.e. lists, Internet page, letters, etc.).
7.) Furnish any additional data to support demonstration of good faith efforts to contact, recruit, and utilize DBE firms on this project.

Recruitment/Placement Letter

ABC Construction Company
123 Main Street
Anytown, CA 94553
925-321-7654
Fax: 925-321-7655

Example

January 22, 2014

San Francisco Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102-6033
Phone: 415-431-5866
Fax No: 415-431-5764

RE: Business Directory

Dear Ms. Rhonda Smith:

Please send us a list of electrical DBE subcontractors from your CUCP database. We are bidding on the following project:

Project: El Sobrante Area Overlays, Public Works Department in Martinez

Bid Due Date: February 10, 2014

Trades needed (Include but not necessarily limited to): Site Utilities, Grading & Paving, Striping, Landscaping, Concrete work, Reinforcing Steel, Misc. Metals, Insulation, Fire Protection, and Electrical.

For assistance in obtaining bonds, lines of credit, and/or insurance please contact our office. Plans, specifications and requirements for the project are available for review at our office or at the Contra Costa County Public Works Dept. 255 Glacier Drive, Martinez, CA, 94553 and are available for purchase online at www.cccounty.us/pwprojects. Any assistance you can provide in helping us to reach businesses including DBE Contractors will be appreciated.

Sincerely,

Cindy Young
Office Manager
925-321-7654 Ext 14

Section 6.	ADDITIONAL GOOD FAITH EFFORTS	EXAMPLE

Recruitment/Placement Letter With Fax Transmittal

HP LaserJet 3100
Printer/Fax /Copier/Scanner

SEND CONFIRMATION REPORT for
ABC Construction Company
925-321-7655
January – 22 – 14 1:29 PM

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Satisfies Section 6

ABC Construction Company
123 Main Street
Anytown, CA 98765
925-321-7656 Fax: 925-321-7655
abcconstruction@aol.com

Satisfies Section 6

January 22, 2014

San Francisco Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102-6033
Phone: 415-431-5866
Fax No: 415-431-5764

RE: Business Directory

Dear Ms. Rhonda Smith:

Please send us a list of electrical DBE subcontractors from your CUCP database. We are bidding on the following project:

Satisfies Section 6

Project: El Sobrante Area Overlays, Public Works Department in Martinez

Bid Due Date: February 10, 2014

Trades needed (Include but not necessarily limited to): Site Utilities, Grading & Paving, Striping, Landscaping, Concrete work, Reinforcing Steel, Misc. Metals, Insulation, Fire Protection, and Electrical.

Satisfies Section 6

For assistance in obtaining bonds, lines of credit, and/or insurance please contact our office. Plans, specifications and requirements for the project are available for review at our office or at the Contra Costa County Public Works Dept. 255 Glacier Drive, Martinez, CA, 94553 and are available for purchase online at www.cccounty.us/pwprojects. Any help you can provide in helping us to reach businesses including DBE Contractors will be appreciated.

Satisfies Section 6

Sincerely,

Cindy Young
Office Manager
925-321-7654 Ext 14

Satisfies Section 6

Note: The fax log is checked to confirm the fax was received. The fax confirmation sheet must indicate that the transfer took place (i.e. "ok", "complete" etc.)

Metered Envelope

Example

ABC Construction Company
123 Main Street
Anytown, CA 98765

U.S. Postage
01-22-14 0.48

San Francisco Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102-6033

Section 6.	ADDITIONAL GOOD FAITH EFFORTS	EXAMPLE

Certified Mail Receipt

Example

UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

ABC Construction Company
123 Main Street
Anytown, CA 98765

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

San Francisco Human
Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102-6033

2. Article Number
(Transfer from service label)

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X ☐ Agent ☐ Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☑ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

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Sent To San Francisco Human Rights Comm.
Street, Apt. No.; or PO Box No. 25 Van Ness Ave., Suite 800
City, State, ZIP+4 San Francisco, CA 94102-6033

PS Form 3800, August 2006 See Reverse for Instructions

Section 6.	ADDITIONAL GOOD FAITH EFFORTS	TEMPLATE

Contact Log

Agency Name	Telephone Number	Contact Person	Agency Response	Additional Data to support GFE