

Maryland
Transportation
Authority

Martin O'Malley
Governor

Anthony Brown
Lt. Governor

Beverley Swain-Staley
Acting Chairman

Peter J. Basso
Rev. Dr. William C. Calhoun, Sr.
Mary Beyer Halsey
Louise P. Hoblitzell
Richard C. Mike Lewin
Isaac H. Marks, Sr., Esq.
Michael J. Whitson
Walter E. Woodford, Jr., P.E.

Ronald L. Freeland
Executive Secretary

Division of Procurement and
Statutory Program Compliance
2310 Broening Highway
Suite 160
Baltimore MD 21224
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authority.com

www.mdtransportation
authority.com

July 8, 2009

TO ALL PURCHASERS OF CONTRACT DOCUMENTS:

RE: Contract No. FT-710-000-002R
Upgrade and Replace Existing Signing with Bridge Modifications
North of the Fort McHenry Tunnel

ADDENDUM NO. 1

Ladies and Gentlemen:

It is important that you acknowledge receipt of this Addendum No. 1 on the
referenced contract regardless if you will be bidding or not bidding.

Very truly yours,

Linda D. McGill, CPPB
Chief of Engineering & Construction Procurement

LM/cet

Enclosures

Contract No. FT-710-000-002R

This will acknowledge receipt of the attached Addendum No. 1.

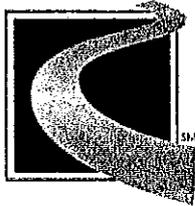
NAME OF COMPANY

SIGNATURE

DATE

THIS SIGNED ADDENDUM ACKNOWLEDGEMENT PAGE SHALL BE RETURNED
TO THIS OFFICE VIA **FAX AT 410-537-7801**, ATTENTION: MAGGIE JOHNSON
PRIOR TO THE BID OPENING DATE.

IN ADDITION, THIS SIGNED ADDENDUM ACKNOWLEDGEMENT PAGE MUST BE
ATTACHED TO THE OUTSIDE COVER OF THE BID BOOK. FAILURE TO DO SO
MAY RESULT IN REJECTION OF YOUR BID.



**Maryland
Transportation
Authority**

Martin O'Malley
Governor

Anthony Brown
Lt. Governor

John D. Porcari
Chairman

Peter J. Basso
Rev. Dr. William C. Calhoun, Sr.
Mary Beyer Halsey
Louise P. Hoblitzell
Richard C. Mike Lewin
Isaac H. Marks, Sr., Esq.
Michael J. Whitson
Walter E. Woodford, Jr., P.E.

Ronald L. Freeland
Executive Secretary

Geoffrey V. Kolberg, P.E.
Chief Engineer

Engineering Division
300 Authority Drive
Baltimore MD 21222-2200
410-537-7800
410-537-7801 (fax)

Construction Division
304 Authority Drive
Baltimore MD 21222-2200
410-537-7888
410-537-7802 (fax)

410-355-7024 (TTY)
1-888-754-0098

e-mail: mdtaengineer@mdtransportationauthority.com

www.mdtransportationauthority.com

July 8, 2009

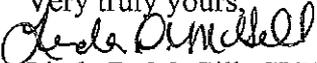
TO ALL PURCHASER'S OF CONTRACT DOCUMENTS

ADDENDUM NO. 1

RE: Contract No. FT-710-000-002R
Upgrade and Replace Existing Signing with Bridge Modifications
North of the Fort McHenry Tunnel

To Whom It May Concern:

- I. Please note that the due date for receipt of bids has been delayed to July 21, 2009 at 12:00 Noon.
- II. The following changes have been made to the Contract Invitation for Bids Documents:
 1. Attached are the minutes and MBE handouts from the Pre-bid Meeting held on June 23, 2009.
 2. Attached are the Responses to Questions received by 4 pm on July 6, 2009.
 3. The following changes have been made to the Contract Plans:
 - a. Delete Sheets 1, 4 and 61 and replace them with the attached plan sheets numbered the same with Addendum No. 1 notation.
 4. The following changes have been made to the Invitation for Bids book:
 - a. Delete Pages 1, 179, 182, 185, 187, 190, 193, 194, 201, 202, 203, 211, 214, 215, 218, 222, 223 & 224, and, replace the same with the attached pages numbered the same with the Addendum No. 1 notation.

Very truly yours,

Linda D. McGill, CPPB
Chief of Engineering & Construction Procurement

THIS ADDENDUM SIGNED ACKNOWLEDGEMENT PAGE MUST BE ATTACHED TO THE OUTSIDE COVER OF THE BID BOOK. FAILURE TO DO SO MAY RESULT IN REJECTION OF YOUR BID.

THE ATTACHED SIGNED ADDENDUM ACKNOWLEDGEMENT PAGE SHALL BE RETURNED TO THIS OFFICE VIA FAX AT 410-537-7801, ATTENTION: MAGGIE JOHNSON, PRIOR TO THE BID OPENING DATE.



Maryland
Transportation
Authority

SPECIAL PROVISIONS

Contract No. FT 710-000-002R

Page 1 of 8

SP 1-1 PROJECT DESCRIPTION

CONTRACT NO.: FT 710-000-002R

TITLE: Upgrade and Replace Existing Signing with Bridge Modifications North of the Fort McHenry Tunnel

FACILITY: Fort McHenry Tunnel (I-95)

LOCATION: Baltimore County and Baltimore City

ADVERTISED: **June 16, 2009**

PRE-BID MEETING: 9:30 a.m. on June 26, 2009 in the Conference Room at the Maryland Transportation Authority, 300 Authority Drive, 2nd Floor, Engineering Building, Baltimore, MD 21222

PROJECT CONTACT: Project Manager: Ms. Roxane Y. Mukai (410)-537-7848
Contract Administration: Ms. Maggie Johnson (410)-537-7807
MBE Contact: Ms. Meshelle Howard (410)-537-7832

BIDS DUE: **12:00 Noon on July 21, 2009** in the Bid Box on the 1st floor of the Maryland Transportation Authority, Engineering Building, 300 Authority Drive, Baltimore, MD 21222

CLASSIFICATION: Class G (\$10,000,001 – \$15,000,000)

CONTRACT TIME: Six Hundred Ten (610) Calendar Days

LIQUIDATED DAMAGES: **\$800.00 per Calendar Day**

MINIMUM MBE GOALS: Overall **19%**
Women owned businesses **6%**
African-American owned businesses **8%**

BID DOCUMENTS: **\$60.00** - Bid documents can be purchased between 7:30 a.m. and 3:30 p.m., Mondays, Wednesdays, Thursdays and Fridays and between 10:00 a.m. and 4:00 p.m. on Tuesdays at the Ticket Office located at the Francis Scott Key Bridge, Maryland Transportation Authority, Administration Building, 303 Authority Drive, Baltimore, MD 21222.



PROPOSAL FORM

Contract No. FT-710-000-002R

Proposal Of _____

(Name)

(Address)

(Phone Number)

To furnish and deliver all materials and to perform all work in accordance with the Specifications and the other Contract Documents except as specifically stated otherwise in the Special Provisions relating to Contract No. FT-710-000-002R for **Upgrade and Replace Existing Signing with Bridge Modifications North of the Fort McHenry Tunnel** as defined in the Special Provisions on which proposal will be received until twelve (12) Noon on the **21st of July 2009** in the Bid Box of the Maryland Transportation Authority Engineering Division, Building 300, 1st floor, located at the Francis Scott Key Bridge, Baltimore, MD the work to be performed in **Baltimore County and Baltimore City**.

Bids will be opened publicly at 12:00 Noon on the Bid Date in the Engineering Conference Room of the Transportation Authority which is located in the 1st floor of the 300 Authority Drive, Baltimore, MD 21222.

To the Maryland Transportation Authority, Baltimore, Maryland:

In accordance with the published "Notice to Contractors" of the Maryland Transportation Authority, inviting proposals for the work; identified above, I/We certify; that I/We am/are the only person or persons interested in this Proposal as principals; that it is made without collusion with any person, firm or corporation; that an examination has been made of the Contract Documents and of the work site; that I/We certify have the equipment, labor, supervision and financial capacity to perform this contract either with my/our organization or with subcontractors; that I/We propose to furnish all necessary machinery, equipment, tools, labor and other means of construction and to furnish all materials specified in the manner and at the time prescribed; that I/We understand that the quantities of work as indicated herein are to be determined by me/us; that I/We further understand that all work required by this contract is to be performed in accordance with the following Schedule of Prices.

NOTE: This proposal shall be filled in by the bidder, with the prices written in words and numerals. The extension amounts of unit costs shall also be filled in. For complete information concerning these items, see Specifications, Special Provisions and Contract Form.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
1011	20600	LINEAR FEET OF 8 INCH REMOVABLE PATTERNED BLACK LINE MASK TAPE FOR MAINTENANCE OF TRAFFIC AT _____ PER LINEAR FOOT				
1012	2800	LINEAR FEET OF 12 INCH REMOVABLE PATTERNED BLACK LINE MASK TAPE FOR MAINTENANCE OF TRAFFIC AT _____ PER LINEAR FOOT				
1013	LUMP SUM	MAINTENANCE OF TRAFFIC AT _____ LUMP SUM				
1014	375	UNIT DAYS OF ARROW PANEL AT _____ PER UNIT DAY				
1015	4800	LINEAR FEET OF RESET PRECAST TEMPORARY CONCRETE TRAFFIC BARRIER FOR MAINTENANCE OF TRAFFIC AT _____ PER LINEAR FOOT				

CONTRACT NO. FT 710-000-002R

Addendum No.1; July 7, 2009

SCHEDULE OF PRICES

NOTE: This proposal shall be filled in by the bidder, with the prices written in words and numerals. The extension amounts of unit costs shall also be filled in. For complete information concerning these items, see Specifications, Special Provisions and Contract Form.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
1026	10	EACH OF RESET PRECAST TEMPORARY 32 INCH F SHAPE CONCRETE TRAFFIC BARRIER TRANSITION RIGHT SIDE APPROACH AT _____ PER EACH				
1027	6	EACH OF RESET PRECAST TEMPORARY 32 INCH F SHAPE CONCRETE TRAFFIC BARRIER TRANSITION LEFT SIDE APPROACH AT _____ PER EACH				
1028	300	EACH OF TEMPORARY RAISED PAVEMENT MARKINGS AT _____ PER EACH				
1029	300	EACH OF REMOVAL OF TEMPORARY RAISED PAVEMENT MARKINGS AT _____ PER EACH				
		AT _____				

SCHEDULE OF PRICES

NOTE: This proposal shall be filled in by the bidder, with the prices written in words and numerals. The extension amounts of unit costs shall also be filled in. For complete information concerning these items, see Specifications, Special Provisions and Contract Form.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
4001	2	EACH OF REMOVAL OF EXISTING SIGN STRUCTURE SUPPORT BRACKET - ESS-37 AT _____ PER EACH				
4002	53	EACH OF BRIDGE MOUNTED SIGN SUPPORTS - TYPE I AT _____ PER EACH				
4003	13	EACH OF BRIDGE MOUNTED SIGN SUPPORTS - TYPE II AT _____ PER EACH				
4004	2	EACH OF REMOVAL OF EXISTING SIGN STRUCTURE SUPPORT BRACKET -ESS-46 AT _____ PER EACH				
4005	2	EACH OF REMOVAL OF EXISTING SIGN STRUCTURE SUPPORT BRACKET - ESS-47 AT _____ PER EACH				

CONTRACT NO. FT 710-000-002R

Addendum No.1; July 7, 2009

SCHEDULE OF PRICES

NOTE: This proposal shall be filled in by the bidder, with the prices written in words and numerals. The extension amounts of unit costs shall also be filled in. For complete information concerning these items, see Specifications, Special Provisions and Contract Form.

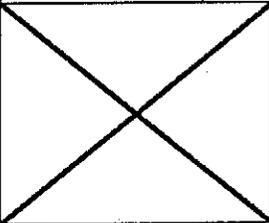
ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
4016	2	EACH OF REMOVAL OF PORTIONS OF EXISTING STRUCTURE AT OH-44 AT _____ PER EACH				
4017	2	EACH OF REMOVAL OF PORTIONS OF EXISTING STRUCTURE - OH-50 AT _____ PER EACH				
4018	2	EACH OF REMOVAL OF PORTIONS OF EXISTING STRUCTURE - OH-51 AT _____ PER EACH				
4019	3	EACH OF BRIDGE MOUNTED SIGN SUPPORTS - TYPE III AT _____ PER EACH				
4020	2	EACH OF REMOVAL OF PORTIONS OF EXISTING STRUCTURE - DMS-1 AT _____ PER EACH				

CONTRACT NO. FT 710-000-002R

Addendum No.1; July 7, 2009

SCHEDULE OF PRICES

NOTE: This proposal shall be filled in by the bidder, with the prices written in words and numerals. The extension amounts of unit costs shall also be filled in. For complete information concerning these items, see Specifications, Special Provisions and Contract Form.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
4031	2	EACH OF NEW SIGN STRUCTURE SUPPORT - OH-50 AT _____ PER EACH				
4032	2	EACH OF NEW SIGN STRUCTURE SUPPORT - OH-51 AT _____ PER EACH				
4033	ALLOWANCE	MISCELLANEOUS STRUCTURAL REPAIRS AT <u>One Hundred Thousand Dollars</u> ALLOWANCE			100,000	00
4034	2	EACH OF NEW SIGN STRUCTURE SUPPORT - DMS-1 AT _____ PER EACH				
4035	200	EACH OF REPAIR BAR FOR DECK REINFORCEMENT AT _____ PER EACH				

SCHEDULE OF PRICES

NOTE: This proposal shall be filled in by the bidder, with the prices written in words and numerals. The extension amounts of unit costs shall also be filled in. For complete information concerning these items, see Specifications, Special Provisions and Contract Form.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
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SCHEDULE OF PRICES

NOTE: This proposal shall be filled in by the bidder, with the prices written in words and numerals. The extension amounts of unit costs shall also be filled in. For complete information concerning these items, see Specifications, Special Provisions and Contract Form.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
8016	1760	LINEAR FEET OF 3" SCHEDULE 80 RIGID PVC CONDUIT - BORED AT _____ PER LINEAR FOOT				
8017	2070	LINEAR FEET OF 1 1/2" EXPOSED RGS CONDUIT AT _____ PER LINEAR FOOT				
8018	20240	LINEAR FEET OF #2 AWG XHHW COPPER CONDUCTOR AT _____ PER LINEAR FOOT				
8019	6200	LINEAR FEET OF #6 AWG XHHW COPPER CONDUCTOR AT _____ PER LINEAR FOOT				
8020	1800	LINEAR FEET OF #18 AWG SHIELDED 5-PAIR COMMUNICATION CABLE AT _____ PER LINEAR FOOT				

CONTRACT NO. FT 710-000-002R

Addendum No.1; July 7, 2009

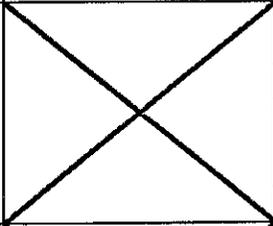
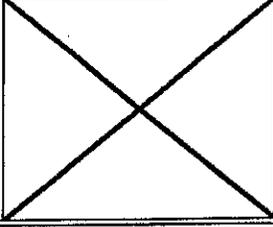
SCHEDULE OF PRICES

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ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
8021	695	LINEAR FEET OF #22 AWG SHIELDED 5-PAIR COMMUNICATION CABLE AT _____ PER LINEAR FOOT				
8022	18	EACH OF 18"X18"X12" NEMA 4X JUNCTION BOX AT _____ PER EACH				
8023	5	EACH OF TELECOMMUNICATION SERVICE PEDESTAL AT _____ PER EACH				
8024	10	CUBIC YARDS OF CONCRETE FOUNDATION FOR ELECTRICAL EQUIPMENT AT _____ PER CUBIC YARD				
8025	1	EACH OF 90 A TRIP, 2 -POLE, 600V CIRCUIT BREAKER AT _____ PER EACH				

SCHEDULE OF PRICES

NOTE: This proposal shall be filled in by the bidder, with the prices written in words and numerals. The extension amounts of unit costs shall also be filled in. For complete information concerning these items, see Specifications, Special Provisions and Contract Form.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
8026	3	EACH OF 20 A TRIP, 2 -POLE, 600V CIRCUIT BREAKER AT _____ PER EACH				
8027	3	EACH OF METERED SERVICE PEDESTAL, 100 A, 240/120 V, 1 PH, 3 W AT _____ PER EACH				
8028	1	EACH OF METERED SERVICE PEDESTAL, 60 A 480/277 V, 3 PH, 4W AT _____ PER EACH				
8029	ALLOWANCE	ISDN VERIZON DATA SERVICE FOR DMS SIGNS AT <u>FIFTY THOUSAND DOLLARS</u> ALLOWANCE			\$ 50,000.00	
8030	ALLOWANCE	ISDN VERIZON MONTHLY CHARGES AT <u>FORTY THOUSAND DOLLARS</u> ALLOWANCE			\$ 40,000.00	

SCHEDULE OF PRICES

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ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
8066	70	LINEAR FEET OF GALVANIZED STEEL BEAMS (W6X9) AT _____ PER LINEAR FOOT				
8067	254	LINEAR FEET OF GALVANIZED STEEL BEAMS (W6X12) AT _____ PER LINEAR FOOT				
8068	74	LINEAR FEET OF GALVANIZED STEEL BEAMS (W8X18) AT _____ PER LINEAR FOOT				
8069	64	LINEAR FEET OF GALVANIZED STEEL BEAMS (W8X21) AT _____ PER LINEAR FOOT				
8070	1	EACH OF 240V, 2-POLE PHOTOCELL CONTROL AT _____ PER EACH				

CONTRACT NO. FT 710-000-002R

Addendum No.1; July 7, 2009

SCHEDULE OF PRICES

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ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
8081	1	EACH OF OVERHEAD SIGN STRUCTURE OH-43 AT _____ PER EACH				
8082	1	EACH OF OVERHEAD SIGN STRUCTURE OH-44 AT _____ PER EACH				
8083	2	EACH OF 2" PVC COATED RGS ELBOW AT _____ PER EACH				
8084	1	EACH OF OVERHEAD SIGN STRUCTURE OH-50 AT _____ PER EACH				
8085	1	EACH OF OVERHEAD SIGN STRUCTURE OH-51 AT _____ PER EACH				

SCHEDULE OF PRICES

NOTE: This proposal shall be filled in by the bidder, with the prices written in words and numerals. The extension amounts of unit costs shall also be filled in. For complete information concerning these items, see Specifications, Special Provisions and Contract Form.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
8086	2	EACH OF 15 A TRIP, 3-POLE, 600 V CIRCUIT BREAKER AT _____ PER EACH				
8087	1	EACH OF OVERHEAD SIGN STRUCTURE OH-53 AT _____ PER EACH				
8088	1	EACH OF CANTILEVER SIGN STRUCTURE C-27 AT _____ PER EACH				
8089	1	EACH OF CANTILEVER SIGN STRUCTURE C-29 AT _____ PER EACH				
8090	1	EACH OF CANTILEVER SIGN STRUCTURE C-30 AT _____ PER EACH				

SCHEDULE OF PRICES

NOTE: This proposal shall be filled in by the bidder, with the prices written in words and numerals. The extension amounts of unit costs shall also be filled in. For complete information concerning these items, see Specifications, Special Provisions and Contract Form.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
8101	1	EACH OF CANTILEVER SIGN STRUCTURE C-44 AT _____ PER EACH				
8102	1	EACH OF CANTILEVER SIGN STRUCTURE C-45 AT _____ PER EACH				
8103	1	EACH OF CANTILEVER SIGN STRUCTURE C-46 AT _____ PER EACH				
8104	2350	EACH OF 12-COUNT SINGLE MODE FIBER CABLE AT _____ PER EACH				
8105	1	EACH OF CANTILEVER SIGN STRUCTURE C-49 AT _____ PER EACH				

CONTRACT NO. FT 710-000-002R

Addendum No.1; July 7, 2009

SCHEDULE OF PRICES

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ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
8121	920	LINEAR FEET OF 3 INCH SCHEDULE 80 RIGID PVC CONDUIT-TRENCHED AT _____ PER LINEAR FOOT				

SCHEDULE OF PRICES

NOTE: This proposal shall be filled in by the bidder, with the prices written in words and numerals. The extension amounts of unit costs shall also be filled in. For complete information concerning these items, see Specifications, Special Provisions and Contract Form.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
<p>THIS PAGE IS INTENTIONALLY LEFT BLANK</p>						

SCHEDULE OF PRICES

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ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEM AND PRICE BID (IN WRITTEN WORDS)	UNIT PRICE		AMOUNTS	
			DOLLARS	CTS.	DOLLARS	CTS.
		AGGREGATE AMOUNTS AT UNIT PRICES USING ITEMS 1001-1029, 2001, 4001-4035, 5001-5002, 6001-6009, 8001-8121 AT _____				

Pre-Bid Meeting

CONTRACT NO. FT-710-000-002R

Upgrade and Replace Existing Signing with Bridge Modifications north of the Fort McHenry Tunnel

Fort McHenry Tunnel facility (I-95)

Tuesday, June 23, 2009

The following were in attendance:

• Alisha Wright	MdTA	410-537-7812
• Meshelle M V Howard	MdTA	410-537-7832
• Greg Gresko	Midasco, LLC	410-579-6721
• Zachary Miller	Concrete General	301-948-4450
• Neil Leary	WR&A	410-241-3415
• Roxane Mukai	MdTA	410-537-7848
• Janile Scott	MdTA	410-537-7833
• Chuck Klingelhofer	MdTA	410-537-1273

Ms. Wright opened the meeting with the following announcements:

1. Bids for Contract No. FT-710-000-002R are due Thursday, July 16, 2009 at 12 Noon. Bids should be placed in the Bid Box located on the first floor of the Engineering Building (300 Authority Drive, Baltimore, MD 21222) and should consist of one completed bid book. **No late bids will be accepted. (NOTICE: Bid date has been delayed. Bids are due Tuesday, July 21, 2009 at 12 Noon.)**
2. The Maryland Transportation Authority (MdTA) does not encourage overnight delivery service. However, if you choose to send your package overnight, the bid should be delivered at least a day in advance to the **Maryland Transportation Authority; Office of Procurement & Statutory Program Compliance; 300 Authority Drive; 1st Floor; Baltimore, MD 21222.** It will be the responsibility of the Contractor to make sure that his/her bid package is placed in the bid box. The outside of the mailed package must clearly identify the Contract Number and mention that it is a bid package.
3. Written questions will be accepted by the MdTA until **4pm, July 6, 2009.** All questions should be addressed to:

Maryland Transportation Authority
Engineering Division
300 Authority Drive
Baltimore, MD 21222
Attn: Ms. Roxane Mukai

CONTRACT NO. FT-710-000-002R

Upgrade and Replace Existing Signing with Bridge Modifications north of the Fort McHenry
Tunnel
Fort McHenry Tunnel facility (I-95)

Responses to questions received by July 9, 2009

Question: Please advise if signage is static or LED.

Response: Mostly static signs. Dynamic Message Signs and flashers are being supplied through an existing procurement contract.

Question: Will there be a requirement to connect signs to the tunnel control system.

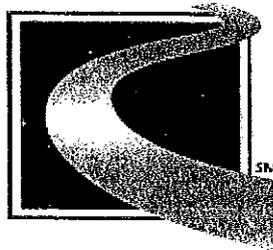
Response: No. There are no units in this advertised contract that would need to be connected to the tunnel control system that is currently under design/construction.

Question: Section 800-9 states "contractor will be responsible for coordinating and working with the DMS manufacturer (Daktronics, Inc.)...". Does this mean the DMS manufacturer has been determined by the State? Is the state purchasing the signs? Or do we (contractor) have to purchase the sign?

Response: Yes, the State will provide the DMS signs to the Contractor as stated in Special Provision 800-9.

Question: Can and will a sign erector rate be added to the wage rate list.

Response: Currently there is no erector rate available.



Maryland
Transportation
Authority

Minority Business Enterprise (MBE) Program Hand-out

Prepared by: Procurement & Statutory Program Compliance (PSPC)
February 12, 2009

Contents

- Minority Business Enterprise (MBE) Program Highlights
- Maryland Department of Transportation (MDOT) MBE Plan Forms A – D
- Good Faith Efforts Waiver Checklist
- Minority / Disadvantage Business Enterprise Good Faith Efforts Policy Statement
- Structural Steel Policy Statement
- Prompt Payments to Subcontractors
- Using the MDOT MBE/DBE Directory (Example)
- Frequently asked Common Terms as Defined by the MDOT MBE Manual
- Additional Information for Contractors
- Minority Business Enterprise Program Compliance - Contractors Notification
- Monthly Minority Business Utilization Report Form for Primes and Subcontractors.

**MINORITY
BUSINESS
ENTERPRISE
PROGRAM
HIGHLIGHTS**

Maryland Transportation Authority

Minority Business Enterprise Program Highlights

For purposes of MBE contract goal attainment and MBE Contract Compliance, the following information highlights the Maryland Department of Transportation (MDOT) Program Requirements:

1. Any participating MBE must be certified by MDOT to perform the item(s) of work /service selected for contract goal attainment.
2. Any participating MBE must serve a commercially useful function and may not act like a broker, unless it is certified as a broker (insurance or real estate). A firm is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved and /or negotiates the cost of, arranges and accepts delivery of and pays for the materials or supplies required for the work of its contract. If, at any time before execution of the contract, the contractor determines that the designated MBE subcontractor has or will become unavailable, it immediately shall notify the Administration.
3. Any change in the approved MBE Plan must be approved in advance by the Administration and shall indicate the contractor's efforts to substitute another certified MBE subcontractor to perform the work.

4. Contract Goal Credits for Materials and Supplies.

- a. A bidder may count toward its MBE goal expenditures for materials and supplies obtained from certified business suppliers, provided that the certified businesses assume the actual and contractual responsibility for the provision of the materials and supplies. The bidder may count its entire expenditure to a certified business supplier that manufactures or produces goods from raw material or that substantially alters goods before resale. The bidder may count 60 percent of the expenditures to certified suppliers who are not manufactures towards its MBE goals. The MBE credited supplies may not exceed 60 percent of the credit given toward meeting the contract goal.
- b. Double Payee (Joint) checks to MBEs and suppliers for materials used by an MBE sub-contractor for its contracted work are allowable providing such a payment arrangement is offered to all subcontractor relationships and not restricted to just MBEs, and the MBE participates in scheduling the delivery of the materials and is fully responsible for ensuring that the materials meet specifications. However, when the contractor makes such payments, it is recommended that the payments be made by jointly endorsable checks signed by the contractor and MBE.
- c. For MBE firms that are not MBE regular dealers or manufacturers, a contractor may only count toward its MBE goal the fees charged for delivery of materials and supplies required on the job site (but not the cost of the materials and supplies themselves) when the trucking enterprise or delivery

service is not also the manufacturer of or regular dealer in the materials and supplies, provided that the fee is determined by the administration to be reasonable and not excessive as compared with fees customarily allowed for similar services.

5. **Third Tier Subcontracting.** Third Tier Contracting is not the usual way for a prime contractor to achieve a MBE goal. However, there may be rare occasions when third tier contracting would be acceptable. Two conditions must be met before approval of a third tier contracting arrangement, which may be entered into to meet a MBE goal:

- a. The Authority must be satisfied that there is no way except by third tier contracting that a MBE goal can be achieved;
- b. The prime contractor must request of the Authority, in writing, prior to the awarding of a contract, that approval be granted for each third tier contract arrangement. The request must contain the specifics as to why a third tier contracting arrangement is being requested to meet the MBE goal.

6. **Waivers:**

The Administration will strictly adhere to the requirement for documentation of any waiver requests as provided in COMAR. Accordingly, if, for any reason, a contractor is unable to achieve the contract goal or sub-goal MBE participation, it may request, in writing, an exception (waiver) to the goal with justification to include the following:

- a. A detailed statement of the efforts made to select portions of the work proposed to be performed by certified MBE (s);

- b. A detailed statement of the efforts made to contract and negotiate with certified MBEs including:
- (i) The names, addresses, dates and telephone numbers of MBEs contacted; and
 - (ii) A description of the information provided to MBEs regarding the plans, specifications and anticipated time schedule for portions of the work to be performed;
 - (iii) As to each certified MBE that placed a subcontract quotation or offer that your company considers not to be acceptable, a detailed statement of the reasons for this conclusion; and
 - (iv) A list of certified MBEs found to be unavailable. This list should be accompanied by a MBE Unavailability Certification (Form D-EEO-005) signed by the MBE, or a detailed statement from the contractor concerning the MBE's refusal to give the certification.

A waiver of a contract goal may be granted only upon a reasonable demonstration by the bidder or offeror that certified MBE participation was unable to be obtained or was unable to be obtained at a reasonable price and if the Administration determines that a waiver serves the public interest.

7. MBE Contract Compliance MonitoringMBE contract compliance monitoring commences upon official award of the contract and continues throughout the life of the contract. An assigned contract compliance officer will advise the contractor and all approved participating MBE subcontractors, in writing, of compliance requirements, monitoring activities and will request necessary records to establish

MBE contractor compliance. If a contractor or any participating MBE subcontractor is found to be in non-compliance with the terms of MDOT's MBE Program or with the State's MBE Law, and fails or refuses to take the corrective action required, administrative sanctions may be imposed in order to promote the purpose of MDOT's MBE Program. These may be, suspension of work, withholding payment, referral of the matter to the Office of the Attorney General for action, or any other action that is authorized under the contract or by State or federal laws.

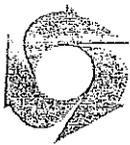
8. Fraud Provisions

Bidders are advised that Section 14-308 of the MBE Law provides that a person may be prosecuted for a felony for the following acts:

- a. Fraudulently obtaining, holding or attempting to obtain or hold MBE certification;
- b. Aiding another person in fraudulently obtaining, holding or attempting to obtain or hold MBE certification;
- c. Willfully obstructing, impeding, or attempting to obstruct or impede a State official or employee or employee investigating the qualifications of a business entity that has requested certification;
- d. Fraudulently obtaining, attempting to obtain, or aiding another person in fraudulently obtaining or attempting to obtain, public monies to which the person is not entitled; or
- e. In any minority business enterprise matter administered under subtitle 14:
 - (i) Willfully falsify, conceal, or cover up a material fact by any scheme or device;

NAICS Codes	Descriptions
541330	Engineering Services
237310	Highway, Street, and Bridge Construction
238990	All Other Specialty Trade Contractors
238120	Structural Steel and Precast Concrete Contractors
Guardrails	Guardrails
238210	Electrical Contractors
MOT	Maintenance of Traffic
423990	Signs Merchant Wholesalers
423440	Signs Wholesalers
339950	Signs and Signboard Manufacturing
327320	Ready-Mix Concrete
423320	Concrete Building Products Wholesaler
332322	Guardrail Manufacturing
423610	Electrical Apparatus & Equipment Wiring

FT-710-000-002R



MBE/DBE Application Assistance Workshop

May Resource Topic:

Maryland Department of
Business and Economic
Development (DBED)

Date:

June 2, 2009

Location:

MDOT Headquarters
7201 Corporate Center Dr.
Hanover, MD 21076

Registration:

9:30 a.m. - 10 a.m.

Online pre-registration is
strongly encouraged. Visit
www.mdot.state.md.us/MBE_Program/Index.html
and go to the Application
Assistance Workshop section.

Workshop:

10 am - 1 p.m.

Cost:

Free

Upcoming Workshops:

July 7, 2009

August 4, 2009

September 2, 2009

Attention small and minority business owners!

Small and minority businesses owners interested in increasing their exposure to work on State, local and federal government contracting projects are encouraged to attend a free workshop focused on Maryland's **Minority Business Enterprise (MBE) and Disadvantaged Business Enterprise (DBE) certification program.**

Demystify the Application Process

- Receive a comprehensive overview of the application process.
- Learn more about the State's procurement resources and current contract opportunities.
- Meet with a certification expert one-on-one.

Who Should Attend?

- Firms interested in learning about the benefits of MBE/DBE certification.
- Firms with specific questions about the application and/or the application process.
- Firms seeking assistance in completing the application.

The **MBE/DBE Application Assistance Workshop** is hosted by the Maryland Department of Transportation's (MDOT) Office of Minority Business Enterprise (OMBE) – *the official certification agency for the State.*

The free workshop is held the first Tuesday of every month.
Online pre-registration is strongly encouraged.

For more information, visit the Minority/Disadvantaged Business Enterprise section of MDOT's website at www.mdot.state.us.com.

**MDOT MBE FORMS
A-D**

MDOT MBE FORM A
STATE-FUNDED CONTRACTS (BIDS ONLY)
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT
PAGE 1 OF 2

THIS AFFIDAVIT MUST BE INCLUDED WITH THE BID. IF THE BIDDER FAILS TO ACCURATELY COMPLETE AND
SUBMIT THIS AFFIDAVIT AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE.

In connection with the bid submitted in response to Solicitation No. _____, I affirm the following:

1. MBE Participation (PLEASE CHECK ONLY ONE)

I have met the overall certified Minority Business Enterprise (MBE) participation goal of _____ percent (_____ %) and the subgoal of _____ percent (_____ %) for Women-Owned MBE firms and the subgoal of _____ percent (_____ %) for African-American Owned MBE firms. I agree that the MBE firms listed in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts – Bids Only) will be used to accomplish the MBE participation goal and subgoals (if any) for this Contract for at least the dollar amounts set forth therein.

OR

I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the Procurement Officer, I will submit a written waiver request and all required documentation in accordance with COMAR 21.11.03.11. I agree that the MBE firms listed in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts – Bids Only) will be used to accomplish the MBE participation goal and subgoals (if any) for this Contract for at least the dollar amounts set forth therein.

2. Additional MBE Documentation

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 business days of receiving such notice:

- (a) Outreach Efforts Compliance Statement (MDOT MBE Form C - State-Funded Contracts – Bids Only);
- (b) Subcontractor Project Participation Statement (MDOT MBE Form D - State-Funded Contracts – Bids Only);
- (c) MBE Waiver Request documentation per COMAR 21.11.03.11 (if waiver was requested); and
- (d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility in connection with the certified MBE participation goal and subgoals, if any.

I acknowledge that if I fail to return each completed document (in 2 (a) through (d)) within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award.

MDOT MBE FORM A
STATE-FUNDED CONTRACTS (BIDS ONLY)
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT
PAGE 2 OF 2

3. Information Provided to MBE firms

In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

Company Name

Signature of Representative

Address

Printed Name and Title

City, State and Zip Code

Date

MDOT MBE FORM B
STATE-FUNDED CONTRACTS (BIDS ONLY)
MBE PARTICIPATION SCHEDULE

PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE

PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID. IF THE BIDDER FAILS TO ACCURATELY COMPLETE AND SUBMIT PARTS 2 AND 3 WITH THE BID AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE.

PAGE 1 OF 2

*** STOP ***

FORM INSTRUCTIONS

PLEASE READ BEFORE COMPLETING THIS FORM

1. Please refer to the Maryland Department of Transportation (MDOT) MBE Directory at www.mdot.state.md.us to determine if a firm is certified for the appropriate North American Industry Classification System ("NAICS") Code and the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS, please visit www.naics.com. Only those specific products and/or services for which a firm is certified in the MDOT Directory can be used for purposes of achieving the MBE participation goals.
2. In order to be counted for purposes of achieving the MBE participation goals, the firm must be certified for that specific NAICS ("MBE" for State-funded projects designation after NAICS Code). **WARNING:** If the firm's NAICS Code is in graduated status, such services/products will not be counted for purposes of achieving the MBE participation goals. Graduated status is clearly identified in the MDOT Directory (such graduated codes are designated with the letter "G" after the appropriate NAICS Code).
3. Examining the NAICS Code is the first step in determining whether an MBE firm is certified and eligible to receive MBE participation credit for the specific products/services to be supplied or performed under the contract. The second step is to determine whether a firm's Products/Services Description in the MBE Directory includes the products to be supplied and/or services to be performed that are used to achieve the MBE participation goals.
4. If you have any questions as to whether a firm is certified to perform the specific services or provide specific products, please call MDOT's Office of Minority Business Enterprise at 1-800-544-6056 or via email at mbe@mdot.state.md.us.
5. The Contractor's subcontractors are considered second-tier subcontractors. Third-tier contracting used to meet an MBE goal is to be considered the exception and not the rule. The following two conditions must be met before MDOT, its Modal Administrations and the Maryland Transportation Authority, may approve a third-tier contracting agreement: (a) the bidder must request in writing approval of each third-tier contract arrangement, and (b) the request must contain specifics as to why a third-tier contracting arrangement should be approved. These documents must be submitted with the bid in Part 2 of this MBE Participation Schedule.
6. For each MBE firm that is being used as supplier/wholesaler/regular dealer/broker/manufacturer, please follow these instructions for calculating the dollar amount of the subcontract for purposes of achieving the MBE participation goals:
 - A. Is the firm certified as a broker of the products/supplies? If the answer is YES, please continue to Item C. If the answer is NO, please continue to Item B.
 - B. Is the firm certified as a supplier, wholesaler, regular dealer, or manufacturer of such products/supplies? If the answer is YES, continue to Item D. If the answer is NO, continue to Item C only if the MBE firm is certified to perform trucking/hauling services under NAICS Codes 484110, 484121, 484122, 484210, 484220 and 484230. If the answer is NO and the firm is not certified under these NAICS Codes, then no MBE participation credit will be given for the supply of these products.
 - C. For purposes of achieving the MBE participation goal, you may count only the amount of any reasonable fee that the MBE firm will receive for the provision of such products/supplies - not the total subcontract amount or the value (or a percentage thereof) of such products and/or supplies. In Column 5 of the MBE Participation Schedule, please state the amount of any reasonable fee that the MBE firm will receive for the provision of such products/services in Section 5.3.
 - D. Is the firm certified as a manufacturer (refer to the firm's NAICS Code and specific description of products/services) of the products/supplies to be provided? If the answer is NO, please continue to Item E. If the answer is YES, for purposes of achieving the MBE participation goal, you may count the total amount of the subcontract. In Column 5 of the MBE Participation Schedule, please state the total amount of the subcontract in Section 5.1.

MDOT MBE FORM B
STATE-FUNDED CONTRACTS (BIDS ONLY)
MBE PARTICIPATION SCHEDULE

PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE

PAGE 2 OF 2

- E. Is the firm certified as a supplier, wholesaler and/or regular dealer? If the answer is YES (i) if the MBE firm is furnishing and installing the materials and is certified to perform these services, please include in Section 5.1 the total value of the subcontract amount (including full value of supplies); or (ii) if the firm is only being used as a supplier, wholesaler and/or regular dealer or is not certified to install the supplies/materials, for purposes of achieving the MBE participation goal, you may only count sixty percent (60%) of the value of the subcontract for these supplies/products (60% Rule). In Column 5, Section 5.2 of the MBE Participation Schedule, please state amount of the subcontract for these supplies/products only (not installation) and sixty percent (60%) of such value.
7. Cumulative credit given for the use of all MBE suppliers/wholesalers/regular dealers/brokers/manufacture in the MBE Participation Schedule cannot exceed sixty percent (60%) of the entire MBE participation goal. For example, if your bid is \$100,000 and you have indicated that you will achieve \$25,000 in MBE Participation, the cumulative participation by MBE firms that are suppliers, manufacturers, wholesalers, brokers and regular dealers cannot exceed \$15,000 (or 60% of \$25,000).
8. **WARNING:** The percentage of MBE participation, computed using the dollar amounts in Column 5 for all of the MBE firms listed in Part 2, **MUST** at least equal the MBE participation goal and subgoals (if applicable) as set forth in MDOT MBE Form A – State-Funded Contracts (Bids Only) for this solicitation. If a bidder is unable to achieve the MBE participation goal and/or any subgoals (if applicable), then the bidder must request a waiver in Form A or the bid will be deemed not responsive. You may wish to use the Worksheet shown below to assist you in calculating the percentages and confirming that you have met the applicable MBE participation goal and subgoals (if any).

WORKSHEET

Total African American-Owned Firm Participation Amount	\$	<hr/>
(Add amounts listed for African-American Owned Firms in Column 5 of MBE Participation Schedule)		
Divide by Total Contract Amount	÷	<hr/>
Percent African American-Owned Participation	=	<hr/> %
Total Women-Owned Firm Participation Amount	\$	<hr/>
(Add amounts listed for Women-Owned Firms in Column 5 of MBE Participation Schedule)		
Divide by Total Contract Amount	÷	<hr/>
Percent Women-Owned Firm Participation	=	<hr/> %
Total MBE Firm Participation Amount	\$	<hr/>
(Add amounts listed for all MBE Firms in Column 5 of MBE Participation Schedule)		
Divide by Total Contract Amount	÷	<hr/>
Percent Overall MBE Participation	=	<hr/> %

MDOT MBE FORM B
STATE-FUNDED CONTRACTS (BIDS ONLY)
MBE PARTICIPATION SCHEDULE

PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE

PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID. IF THE BIDDER FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE.

PAGE 1 OF 2

*** STOP ***

FORM INSTRUCTIONS
PLEASE READ BEFORE COMPLETING THIS FORM

1. Please refer to the Maryland Department of Transportation (MDOT) MBE Directory at www.mdot.state.md.us to determine if a firm is certified for the appropriate North American Industry Classification System ("NAICS") Code **and** the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS, please visit www.naics.com. Only those specific products and/or services for which a firm is certified in the MDOT Directory can be used for purposes of achieving the MBE participation goals.
2. In order to be counted for purposes of achieving the MBE participation goals, the firm must be certified for that specific NAICS ("MBE" for State-funded projects designation after NAICS Code). **WARNING:** If the firm's NAICS Code is in **graduated status**, such services/products **will not be counted** for purposes of achieving the MBE participation goals. Graduated status is clearly identified in the MDOT Directory (such graduated codes are designated with the letter "G" after the appropriate NAICS Code).
3. Examining the NAICS Code is the **first step** in determining whether an MBE firm is certified and eligible to receive MBE participation credit for the specific products/services to be supplied or performed under the contract. The **second step** is to determine whether a firm's Products/Services Description in the MBE Directory includes the products to be supplied and/or services to be performed that are used to achieve the MBE participation goals.
4. If you have any questions as to whether a firm is certified to perform the specific services or provide specific products, please call MDOT's Office of Minority Business Enterprise at 1-800-544-6056 or via email at mbe@mdot.state.md.us.
5. The Contractor's subcontractors are considered second-tier subcontractors. Third-tier contracting used to meet an MBE goal is to be considered the exception and not the rule. The following two conditions must be met before MDOT, its Modal Administrations and the Maryland Transportation Authority, may approve a third-tier contracting agreement: (a) the bidder must request in writing approval of each third-tier contract arrangement, and (b) the request must contain specifics as to why a third-tier contracting arrangement should be approved. These documents must be submitted with the bid in Part 2 of this MBE Participation Schedule.
6. For each MBE firm that is being used as supplier/wholesaler/regular dealer/broker/manufacturer, please follow these instructions for calculating the **dollar amount of the subcontract for purposes of achieving the MBE participation goals:**
 - A. Is the firm certified as a broker of the products/supplies? If the answer is YES, please continue to Item C. If the answer is NO, please continue to Item B.
 - B. Is the firm certified as a supplier, wholesaler, regular dealer, or manufacturer of such products/supplies? If the answer is YES, continue to Item D. If the answer is NO, continue to Item C **only** if the MBE firm is certified to perform trucking/hauling services under NAICS Codes 484110, 484121, 484122, 484210, 484220 and 484230. If the answer is NO and the firm is not certified under these NAICS Codes, then **no** MBE participation credit will be given for the supply of these products.
 - C. For purposes of achieving the MBE participation goal, you may count **only** the amount of any reasonable fee that the MBE firm will receive for the provision of such products/supplies - **not** the total subcontract amount or the value (or a percentage thereof) of such products and/or supplies. In Column 4 of the MBE Participation Schedule, please state the amount of any reasonable fee that the MBE firm will receive for the provision of such products/services in Line 4.1.
 - D. Is the firm certified as a manufacturer (refer to the firm's NAICS Code and specific description of products/services) of the products/supplies to be provided? If the answer is NO, please continue to Item E. If the answer is YES, for purposes of achieving the MBE participation goal, you may count the total amount of the subcontract. In Column 4 of the MBE Participation Schedule, please state the total amount of the subcontract in Line 4.1.

MDOT MBE FORM B
STATE-FUNDED CONTRACTS (BIDS ONLY)
MBE PARTICIPATION SCHEDULE

PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE

PAGE 2 OF 2

E. Is the firm certified as a supplier, wholesaler and/or regular dealer? If the answer is YES (i) if the MBE firm is furnishing and installing the materials and is certified to perform these services, please include in Line 4.1 the total value of the subcontract amount (including full value of supplies); or (ii) if the firm is only being used as a supplier, wholesaler and/or regular dealer or is not certified to install the supplies/materials, for purposes of achieving the MBE participation goal, you may only count sixty percent (60%) of the value of the subcontract for these supplies/products (60% Rule). In Column 4, Section 4.2 of the MBE Participation Schedule, please state the amount of the subcontract for these supplies/products only (not installation) and sixty percent (60%) of such value.

7. **WARNING:** The percentage of MBE participation, computed using the dollar amounts in Column 4 for all of the MBE firms listed in Part 2, **MUST** at least equal the MBE participation goal and subgoals (if applicable) as set forth in MDOT MBE Form A – State-Funded Contracts (Bids Only) for this solicitation. If a bidder is unable to achieve the MBE participation goal and/or any subgoals (if applicable), then the bidder must request a waiver in Form A or the bid will be deemed not responsive. You may wish to use the Worksheet shown below to assist you in calculating the percentages and confirming that you have met the applicable MBE participation goal and subgoals (if any).

WORKSHEET

Total African American-Owned Firm Participation Amount	\$	<hr/>
(Add amounts listed for African-American Owned Firms in Column 4 of MBE Participation Schedule)		
Divide by Total Contract Amount	÷	<hr/>
Percent African American-Owned Participation	=	<hr/> %
<hr/>		
Total Women-Owned Firm Participation Amount	\$	<hr/>
(Add amounts listed for Women-Owned Firms in Column 4 of MBE Participation Schedule)		
Divide by Total Contract Amount	÷	<hr/>
Percent Women-Owned Firm Participation	=	<hr/> %
<hr/>		
Total MBE Firm Participation Amount	\$	<hr/>
(Add amounts listed for all MBE Firms in Column 4 of MBE Participation Schedule)		
Divide by Total Contract Amount	÷	<hr/>
Percent Overall MBE Participation	=	<hr/> %

**MDOT MBE FORM B
STATE-FUNDED CONTRACTS (BIDS ONLY)
MBE PARTICIPATION SCHEDULE**

PART 2 – MBE PARTICIPATION SCHEDULE

PART 2 MUST BE INCLUDED WITH THE BID. IF THE BIDDER FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE.

PAGE ___ OF ___

Prime Contractor	Project Description	Solicitation Number

LIST INFORMATION FOR EACH CERTIFIED MBE SUBCONTRACTOR USED TO ACHIEVE THE MBE PARTICIPATION GOAL

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
			Unless the bidder requested a waiver in MDOT MBE Form A – State Funded Contracts (Bids Only) for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal <u>and</u> subgoals set forth in Form A.
NAME OF MBE SUBCONTRACTOR AND TIER	CERTIFICATION NO. AND MBE CLASSIFICATION	NAICS CODE/S NAICS Code/s of the specific products to be supplied or services to be performed by the MBE firm	FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS. State the dollar amount of the products/services in Line 4.1 except for those services or products where the MBE firm is being used as a wholesaler, supplier, regular dealer, or broker. For those items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer complete Line 4.2 using the 60% Rule.
<input type="checkbox"/> Please check if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 5 of Part 1 - Instructions	Certification Number: <input type="checkbox"/> Women-Owned <input type="checkbox"/> African American-Owned <input type="checkbox"/> Other MBE Classification		4.1 TOTAL AMOUNT TO BE PAID TO THE SUBCONTRACTOR (EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS, REGULAR DEALERS AND BROKERS) \$ 4.2 TOTAL AMOUNT TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER (PLEASE REFER TO SECTION 6(E) IN PART 1 - INSTRUCTIONS). Total value of Supplies/Products \$ X 60% (60% Rule) = \$ (Amount for purposes of achieving the MBE Participation Goal and Subgoals).

Please check if Continuation Sheets are attached.

MDOT MBE FORM B
STATE-FUNDED CONTRACTS (BIDS ONLY)
MBE PARTICIPATION SCHEDULE
CONTINUATION SHEET

PAGE ___ OF ___

Prime Contractor	Project Description	Solicitation Number

LIST INFORMATION FOR EACH CERTIFIED MBE SUBCONTRACTOR USED TO ACHIEVE THE MBE PARTICIPATION GOAL

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
			Unless the bidder requested a waiver in MDOT MBE Form A – State Funded Contracts (Bids Only) for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal <u>and</u> subgoals set forth in Form A.
NAME OF MBE SUBCONTRACTOR AND TIER	CERTIFICATION NO. AND MBE CLASSIFICATION	NAICS CODE/S NAICS Code/s of the specific products to be supplied or services to be performed by the MBE firm	FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS. State the dollar amount of the products/services in Line 4.1 except for those services or products where the MBE firm is being used as a wholesaler, supplier, regular dealer, or broker. For those items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer complete Line 4.2 using the 60% Rule.
<input type="checkbox"/> Please check if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 5 of Part 1 - Instructions	Certification Number: <input type="checkbox"/> Women-Owned <input type="checkbox"/> African American-Owned <input type="checkbox"/> Other MBE Classification		4.1 TOTAL AMOUNT TO BE PAID TO THE SUBCONTRACTOR (EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS, REGULAR DEALERS AND BROKERS) \$ 4.2 TOTAL AMOUNT TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (PLEASE REFER TO SECTION 6(E) IN PART 1 - INSTRUCTIONS). Total value of Supplies/Products \$ X 60% (60% Rule) = \$ (Amount for purposes of achieving the MBE Participation Goal and Subgoals).

Please check if Continuation Sheets are attached.

MDOT MBE FORM B
STATE-FUNDED CONTRACTS (BIDS ONLY)
MBE PARTICIPATION SCHEDULE

PART 3 – CERTIFICATION FOR MBE PARTICIPATION SCHEDULE

PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID. AS DIRECTED IN THE INVITATION TO BID.

I hereby affirm that I have reviewed the Products and Services Description (specific product that a firm is certified to provide or areas of work that a firm is certified to perform) set forth in the MDOT MBE Directory for each of the MBE firms listed in Part 2 of this MBE Form B for purposes of achieving the MBE participation goals and subgoals that were identified in the MBE Form A that I submitted with this solicitation, and that the MBE firms listed are only performing those products/services/areas of work for which they are certified. I also hereby affirm that I have read and understand the form instructions set forth in Part 1 of this MBE Form B.

I solemnly affirm under the penalties of perjury that the contents of Parts 2 and 3 of MDOT MBE Form B are true to the best of my knowledge, information and belief.

Company Name

Signature of Representative

Address

Printed Name and Title

City, State and Zip Code

Date

MDOT MBE FORM C

STATE-FUNDED CONTRACTS (BIDS ONLY) OUTREACH EFFORTS COMPLIANCE STATEMENT

In conjunction with the bid submitted in response to Solicitation No. _____, I state the following:

1. Bidder took the following efforts to identify subcontracting opportunities in these specific work categories:

2. Attached to this form are copies of written solicitations (with bidding instructions) used to solicit certified MBE firms for these subcontract opportunities.

3. Bidder made the following attempts to personally contact the solicited MBE firms:

4. **Please Check One:**

Bidder assisted MBE firms to fulfill or to seek waiver of bonding requirements. (DESCRIBE EFFORTS)

This project does not involve bonding requirements.

5. **Please Check One:**

- Bidder did attend the pre-bid meeting/conference
- No pre-bid meeting/conference was held.
- Bidder did not attend the pre-bid meeting/conference

Company Name

Signature of Representative

*

Address

Printed Name and Title

Date

MDOT MBE FORM D

STATE-FUNDED CONTRACTS (BIDS ONLY)

MBE SUBCONTRACTOR PROJECT PARTICIPATION AFFIDAVIT

IF THE BIDDER FAILS TO RETURN THIS AFFIDAVIT WITHIN THE REQUIRED TIME, THE PROCUREMENT OFFICER MAY DETERMINE THAT THE BIDDER IS NOT RESPONSIBLE AND THEREFORE NOT ELIGIBLE FOR CONTRACT AWARD.

SUBMIT ONE FORM FOR EACH CERTIFIED MBE FIRM LISTED IN THE MBE PARTICIPATION SCHEDULE

Provided that _____ (Prime Contractor's Name) is awarded the State contract in conjunction with Solicitation No. _____, such Prime Contractor will enter into a contract with _____ (Subcontractor's Name) committing to participation by the MBE firm _____ (MBE Name) with MDOT Certification Number _____ (if subcontractor previously listed is also the MBE firm, please restate name and provide MBE Certification Number) will receive for at least \$ _____ (Total Subcontract Amount) for performing the following products/services for the Contract:

NAICS CODE	WORK ITEM, SPECIFICATION NUMBER, LINE ITEMS OR WORK CATEGORIES (IF APPLICABLE)	DESCRIPTION OF SPECIFIC PRODUCTS AND/OR SERVICES

I solemnly affirm under the penalties of perjury that the information provided in this MBE Subcontractor Project Participation Affidavit is true to the best of my knowledge, information and belief. I acknowledge that, for purposes of determining the accuracy of the information provided herein, the Procurement Officer may request additional information, including, without limitation, copies of the subcontract agreements and quotes.

PRIME CONTRACTOR	SUBCONTRACTOR (SECOND-TIER)	SUBCONTRACTOR (THIRD-TIER)
Signature of Representative: _____	Signature of Representative: _____	Signature of Representative: _____
Printed Name and Title: _____	Printed Name and Title: _____	Printed Name and Title: _____
Firm's Name: _____	Firm's Name: _____	Firm's Name: _____
Address: _____	Federal Identification Number: _____	Federal Identification Number: _____
	Address: _____	Address: _____
Telephone: _____		
Date: _____	Telephone: _____	Telephone: _____
	Date: _____	Date: _____

IF MBE FIRM IS A THIRD-TIER SUBCONTRACTOR, THIS FORM MUST ALSO BE EXECUTED BY THE SECOND-TIER SUBCONTRACTOR THAT HAS THE SUBCONTRACT AGREEMENT WITH THE MBE FIRM.

**GOOD FAITH
EFFORTS WAIVER
CHECKLIST**

PRIME CONTRACTORS' **GOOD FAITH EFFORTS/WAIVER CHECKLIST**

Prime Contractors who put Good Faith into action will:

- ✓ Use direct solicitation, minority/women community organizations, contractors' groups, and local, state, and federal minority/women-owned business assistance offices to reach MBE's;
- ✓ Identify and assist firms that may need bonding, lines of credits, insurance, equipment, and other related issues; or assist firms that are not certified but could possibly serve on a contract and satisfy DBE/MBE goals by becoming certified;
- ✓ Identify clear sub-contractible work that will enable MBE's to compete;
- ✓ Provide the MBEs with proper information regarding the job; to include plans, specifications, and anticipated time schedule for portions of the work to be performed;
- ✓ Coordinate pre-bid meetings to inform MBEs of contracting and subcontracting opportunities;
- ✓ Advertise in general circulation, trade associations, and minority focused media concerning the subcontracting opportunities;
- ✓ Provide written notice to all certified MBEs who are certified in the work areas and have capabilities of the contract for which their participation is solicited (Contractor must allow a minimum of 10 days for the MBEs to respond to the written solicitation.); and
- ✓ Follow up on initial solicitations of interest by contacting MBEs to determine if the MBEs are interested (Contractor must detail the efforts showing names, addresses, dates, and telephone numbers of the certified MBEs contacted along with a description of information provided.)

Prime Contractors who have done the above and are submitting a waiver will:

- ✓ Document everything listed above;
- ✓ As required by regulations provide a written request for a waiver;
- ✓ Provide detailed statements of efforts to achieve the goal; to include the name, address and telephone number of all DBE/MBEs contacted, as well as the date of contact;
- ✓ Provide a list of unavailable MBEs, including a Minority Contractor Unavailability Certification Form (Form D-005) signed by an owner or officer of each unavailable DBE/MBE (If the DBE/MBE refused to sign D-005, the contractor will should submit a statement regarding this refusal.);
- ✓ If the contractor deems a DBE/MBE to be unqualified and rejects the DBE/MBE, the contractor will provide written explanation of this decision (Contractor's reasoning must be based on a thorough investigation of MBE capabilities.);
- ✓ Provide evidence that the contractor tried to negotiate in good faith with interested MBEs;
- ✓ Demonstrate that certified MBE participation was unable to be obtained at a reasonable price or that public interest is best served by a waiver;
- ✓ Demonstrate a reasonable effort to meet the overall MBE goal with other MBE classifications if the request for a waiver is for a certain MBE classification within an overall MBE goal; and
- ✓ Provide evidence from prior projects showing that the contractor has previously successfully met or exceeded assigned MBE goals.

**MINORITY/
DISADVANTAGED
BUSINESS
ENTERPRISES
Good Faith Efforts
Policy Statement**

MARYLAND DEPARTMENT OF TRANSPORTATION
POLICY STATEMENT – GOOD FAITH EFFORTS
April 22, 2004

MINORITY/DISADVANTAGED BUSINESS ENTERPRISES

It is the policy of the Maryland Department of Transportation (MDOT) that businesses owned by socially and economically disadvantaged person(s) shall have the maximum feasible opportunity to participate in the performance of contracts awarded by MDOT. The MDOT requires its contractors and subcontractors not to discriminate on the basis of race, color, religion, national origin, sex or disability in the award or performance of contracts. In support of this commitment, the MDOT has adopted the following Good Faith Efforts (GFE) Policy, which shall be applicable to all contracts awarded by the MDOT or its modal administrations.

In accordance with 49 CFR, Part 26, 53 and Md. Code Ann., State Fin. & Proc. Art., 14-302, the MDOT shall award a contract only to a bidder/offeror that makes GFE to meet the Minority Business Enterprise (MBE) or Disadvantaged Business Enterprise (DBE) contract goal. A determination that a bidder/offeror has made GFE shall only be made upon a determination by the MDOT that the bidder/offeror has shown that it:

- Has obtained enough MBE or DBE participation to meet the contract goal; or
- Has taken all necessary and reasonable steps to achieve the goal, which by their scope, intensity and appropriateness to the objective, could reasonably be expected to obtain sufficient MBE/DBE participation, even if they were ultimately unsuccessful.

The MDOT will make a fair and reasonable judgment whether a bidder/offeror who did not meet the goal made adequate GFEs. This policy expands the definition of GFE to allow greater flexibility to ensure DBE/MBE participation is obtained.

At a minimum, a statement of GFE submitted by the bidder/offeror shall include:

1. The name, address, and telephone number of all DBE/MBEs contacted, as well as the date of contact;
2. A description of the information provided to the contacted DBE/MBEs regarding the plans, specifications and anticipated time schedule for portions of the work to be performed;
3. As appropriate, a detailed statement of the reasons why a DBE/MBE quotation was considered unacceptable; and
4. As appropriate, a list of DBE/MBE contractors found to be unavailable. For DBE/MBE contractors that are unavailable, the bidder/offeror shall provide a Minority Contractor Unavailability Certificate Form (Form D-005) signed by an

owner or officer of the DBE/MBE. If a DBE/MBE refuses to sign the unavailability certificate, the bidder/offeror shall submit a statement indicating as such.

To aid in the determination of whether the bidder/offeror has shown GFE, the MDOT may also look at the percentage of DBE/MBE participation obtained by other bidders/offerors on the procurement.

In addition to the requirements above, the following is a list of outreach efforts that MDOT will consider as part of the bidder/offeror's GFE to obtain DBE/MBE participation. Bidders/offerors shall be encouraged to offer innovative GFE initiatives to demonstrate GFE. MDOT administrations have the flexibility to approve such innovative initiatives. The following list is illustrative only and not intended to be exhaustive.

In a GFE determination, MDOT administrations may consider any information provided by a bidder/offeror concerning the following outreach efforts:

1. The bidder/offeror's efforts to solicit through all reasonable and available means (e.g., attendance at pre-bid meetings, advertising and/or written notices) the interest of certified DBEs/MBEs that may have the capability to perform the work of the contract. The bidder/offeror should present evidence that it solicited this interest within adequate time to allow the DBEs/MBEs to respond to the solicitation. The bidder/offeror should also provide evidence that it took appropriate steps to follow up initial solicitations.
2. The bidder/offeror's selection of the work to be performed by DBEs/MBEs in order to increase the likelihood that the DBE/MBE contract goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE/MBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
3. The bidder/offeror's actions to provide interested DBEs/MBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
4. The bidder/offeror's negotiations with DBE/MBEs
 - a. Negotiating in good faith with interested DBEs/MBEs. It is the bidder/offeror's responsibility to make a portion of the work available to DBE/MBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE/MBE subcontractors and suppliers. Evidence of such negotiation shall include the names, addresses, and telephone numbers of DBEs/MBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and information as to why additional agreements could not be reached for DBEs/MBEs to perform the work.

- b. A bidder/offeror using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE/MBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs/MBEs is not in itself sufficient reason for a bidder/offeror's failure to meet the contract DBE/MBE goal, as long as such costs are reasonable. Also, the ability or desire of a bidder/offeror to perform the work of a contract with its own organization does not relieve that bidder/offeror of the responsibility to make GFE to meet the contract goal. This policy does not require a prime contractor to accept a higher quote from a DBE/MBE if the price is excessive or unreasonable.
5. The bidder/offeror must provide sound reasons for rejecting a DBE/MBE as unqualified. Any rejection of a DBE/MBE as unqualified shall be based on a thorough investigation of its capabilities. The DBE/MBE's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example, union vs. non-union employees status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.
6. The bidder/offeror's efforts to assist interested DBEs/MBEs in obtaining bonding, lines of credit, or insurance as required by the owner or contract.
7. The bidder/offeror's efforts, with prior written approval of the MDOT agency, to assist interested DBEs/MBEs to obtain necessary equipment, supplies, materials, or related assistance or services.
8. The bidder/offeror's effective use of the services of available minority/women community organizations; minority/women contractors' groups; local, state and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBE/MBE.
9. The bidder/offeror's efforts to identify and assist firms that are not certified but could possibly service on a contract and satisfy DBE/MBE goals if the firm were to be certified by the MDOT.
10. Evidence of the bidder/offeror's record of meeting or exceeding DBE/MBE participation goals on prior projects.

This policy applies to all MDOT contracts that contain a DBE/MBE participation goal. All MDOT personnel are responsible for implementing and adhering to this policy.

**STRUCTURAL
STEEL POLICY
STATEMENT**

MARYLAND DEPARTMENT OF TRANSPORTATION
POLICY STATEMENT – STRUCTURAL STEEL/LARGE SUPPLY ITEMS
(Revised May 13, 2003)

MINORITY/DISADVANTAGED BUSINESS ENTERPRISES

The policy supercedes the Maryland Department of Transportation (MDOT) Structural Steel/Large Supply Items policy dated September 22, 1994.

MDOT and the Maryland Transportation Authority (MdTA) are committed to providing the maximum amount of contracting opportunities to certified Disadvantaged Business Enterprises (DBEs) and Minority Business Enterprises (MBEs). This policy statement affirms MDOT's efforts to maximize DBE/MBE participation on contracts to the greatest extent possible and applies to all contracts that contain a DBE/MBE goal.

The previous policy excluded Structural Steel as a sub-contractible item available for DBE/MBE participation since there were no structural steel manufacturers certified by MDOT. This exemption is no longer applicable since firms have now been certified under this category.

Structural steel as an item of supply may be included as a sub-contractible item for the setting of DBE/MBE goals on contracts.

In addition, structural steel as an item of supply may be used to obtain or count minority business participation credit under the DBE/MBE Program. The installation or erection of structural steel can be included as a sub-contractible item for goal setting, and as an item available for DBE/MBE participation.

The definition to be used for this policy is as follows:

The term structural steel refers to the steel elements of the structural steel frame that are essential to the support of the design loads for buildings and bridges, as well as the steel elements in tunnel linings.

Beyond this policy on structural steel, it is vitally important for each MDOT agency and MdTA to apply the provisions of the DBE/MBE program for furnishings and installing large supply items. This policy emphasizes that it is necessary for the DBE/MBE to have a necessary and useful role in the complete business transaction, and a role that is visible outside of the context of the DBE/MBE Program. The role of the firm cannot be a superfluous step to obtain credit for a DBE/MBE goal.

In order for a prime contractor to receive full credit for a large supply item being furnished by a DBE/MBE subcontractor as a "furnish and install" item of work, the DBE/MBE regulations require that the DBE/MBE firm must:

1. Initiate and negotiate the purchase of the steel and/or any large supply item;
2. Be invoiced directly for the cost; and
3. Assume complete responsibility and liability for the item.

To further assist the MDOT agencies in making determinations in this area, the following guidelines are put forth:

1. Count expenditures with DBE/MBEs for materials or supplies toward the goals as provided in the following:
 - a. If the materials or supplies are obtained from a DBE/MBE manufacturer, count 100 percent of the cost of the materials or supplies toward MBE goals.
 - b. For purposes of this policy, a manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises the materials, supplies, articles, or equipment required under the contract and of the general character described by the specifications.
 - c. If the materials or supplies are purchased from a DBE/MBE regular dealer, count 60 percent of the cost of the materials or supplies toward MBE goals.
2. For purposes of this policy and in accordance with 49CFR25.55(e) and the Program Manual, a regular dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are brought, kept in stock, and regularly sold or leased to the public in the usual course of business.
3. To be a regular dealer, the first must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question.

A person may be a regular dealer in bulk items such as petroleum products, steel, cement, gravel, stone, or asphalt without owning, operating, or maintaining a place of business as provided above if the person both owns and operates distribution equipment for the products. Any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not on an ad-hoc or contract-by-contract basis.

The Department's Contract Compliance Monitoring Procedures provide the necessary guidance on determining DBE/MBE credit on large supply items. There

are several compliance questions, which need to be answered prior to a prime contractor receiving full credit for a DBE/MBE furnish and install item. These questions should include:

1. Who was responsible for setting the dollar amount allotted for supplies on the forms detailing the subcontracted work?
2. How was the cost of supplies derived? Who negotiated the price?
3. Who is responsible for taking delivery of the materials?
4. Who issues the check to pay for the materials?
5. Who assumes contractual and legal responsibility for the materials?
6. Are the materials properly accounted for in the financial records of the subcontractor and not in the records of the prime contractor?

It should be made clear at the beginning of a contract that obtaining participation through the counting of large supply items must comply with the Department's regulations. This also extends to the amount of credit given for the supply items on each contract.

The burden rests on each administration to assess each individual contract prior to the approval of the DBE/MBE package and to monitor the contract closely for compliance. We must continually work to make sure this program brings real benefits to the minority business community.

**USING THE MDOT
MBE/DBE
DIRECTORY
(Example)**



MDOT Directory of Certified MBE and/or DBE firms

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Terms of Use

The Minority Business Enterprise Directory is intended to be used as a guide for selecting certified Minority Business Enterprises to utilize on State and/or USDOT assisted contracts. Information in the directory should be verified with the Maryland Department of Transportation's Office of Minority Business Enterprise.

This web site and the information it contains are provided as a public service by the Maryland Department of Transportation (MDOT). The MDOT maintains this Minority Business Enterprise/Disadvantaged Business Enterprise (MBE/DBE) Directory for the purpose of providing a reference source of the firms certified by the MDOT as MBE/DBEs.

The MBE/DBE Directory lists certified firms in alphabetical order and also contains information on the specific products and/or services the firm is certified to provide. The MDOT makes no claims, promises, or guarantees regarding a certified MBE/DBE's competence or capability to perform. It is the responsibility of the user of the information provided here to make his/her own determination regarding the capability, competence, and/or limitations of a certified MBE/DBE firm.

The MDOT makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this web site and expressly disclaims liability for errors and omissions in the contents of this web site. No warranty of any kind is given with respect to the contents of this web site or any links to other web sites it may contain. Reference in this web site to any specific commercial product, process, or service, or the use of any trade or business name is for the information of the public and does not constitute an endorsement or recommendation by the MDOT.

Information presented on this web site is considered public information and may be copied and/or distributed. If there is a question concerning the validity of the information provided in this directory, contact the Maryland Department of Transportation's Office of Minority Business Enterprise. You may contact the office at (410) 865-1269 or (800) 544-6056.

Check this box to bypass this page on future visits and go straight to the directory.

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EXAMPLE



MDOT Directory of Certified MBE and/or DBE firms

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Using the Directory

Firms are certified per industry using the North American Industry Classification System (NAICS). Each assigned code is accompanied by a certification status designation.

Please be advised of the following definitions:

- The "MBE/DBE" designation indicates the firm is qualified for ANY State of Maryland Contract including USDOT assisted contracts of the MDOT; these include contracts let by the Maryland State Highway Administration, the Maryland Aviation Administration, and the Maryland Transit Administration.
- The "MBE ONLY" designation indicates the firm is qualified for State-only Funded Contracts and not USDOT assisted contracts of the MDOT.
- The "DBE ONLY" designation indicates the firm is qualified to participate only on USDOT assisted contracts of the MDOT.
- The "GRADUATED" designation indicates the firm has graduated in that particular NAICS Code for which it has been certified per Federal and State Regulations. The MBE remains certified but may not participate as a certified MBE/DBE on State and USDOT assisted contracts.

PLEASE NOTE: Effective October 1, 2000, the Small Business Administration established the use of the North American Industry Classification System (NAICS) Codes which replaced the Standard Industrial Classification (SIC) Codes. The Maryland Department of Transportation Office of Minority Business Enterprise has converted the SIC Codes to the NAICS Codes. Please contact the Office of Minority Business Enterprise if you have questions regarding any information on any firm listed in this Directory.

[Click here for information regarding NAICS size standards.](#)



EXAMPLE



MDOT Directory of Certified MBE and/or DBE firms

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Searching the Database

The MBE/DBE directory is updated daily. There are currently 4,380 certified firms participating in the program. All search results display in a fixed format and are downloadable as an XLS file on the result page.

Immediate Downloads (XLS files)

Download firms certified during the past calendar year. Download the entire directory.

Custom Search

Select single or multiple data fields for which you will provide search criteria. For convenience, check all fields or clear all fields.

Minority Status	<input type="checkbox"/>
Firm Name	<input type="checkbox"/>
County (Maryland firms only)	<input type="checkbox"/>
Certification Number	<input type="checkbox"/>
Product or Service	<input type="checkbox"/>
NAICS Code	<input checked="" type="checkbox"/>
City	<input type="checkbox"/>
State	<input type="checkbox"/>
Street Address	<input type="checkbox"/>
Zip Code	<input type="checkbox"/>
Phone Number	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>

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EXAMPLE



MDOT Directory of Certified MBE and/or DBE firms

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Custom Search

The system will search all 4,380 certified firms in the database. Separate keywords with single spaces. Fields left empty will not be searched and will have no effect on the result.

Field Name	Search Terms [clear all fields]	Search Context
NAICS code(s): about NAICS codes	561990 - * * * * *	Find ALL of these codes

EXAMPLE



MDOT Directory of Certified MBE and/or DBE firms

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Custom Search Results

This search returned 29 certified firms. Download this result set as an [XLS file](#).
Click the firm name to view the complete firm profile or [click here](#) to show details for all firms.
Use [select mode](#) to make a custom list of firms based on this result set.

Firm Details	NAICS - Product and Service Description
21ST CENTURY EXPO GROUP, INC. 3321-P 75TH AVENUE LANDOVER, MD 20785 AFRICAN AMERICAN 96-208	493190-MBE/DBE, 541811-MBE/DBE, 561110-MBE/DBE, 561990-MBE/DBE BUSINESS SERVICES NEC; SPECIAL WAREHOUSING AND STORAGE; MANAGEMENT SERVICES; MANAGEMENT CONSULTING SERVICES.
ALL-SHRED, INC. 4831 WINCHESTER BOULEVARD FREDERICK, MD 21703 FEMALE 01-404	561990-MBE/DBE - ALL OTHER SUPPORT SERVICES SPECIFICALLY: DOCUMENT SHREDDING SERVICE--MOBILE AND ON SITE.
ANTIETAM ELECTRICAL CONTRACTORS, INC. P.O. BOX 316 WILLIAMSPORT, MD 21795 FEMALE 02-295	238210-MBE/DBE - ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRACTORS ELECTRICAL WORK (HIGHWAY LIGHTING AND ELECTRICAL SIGNAL CONSTRUCTION, INCLUDING VIDEO SPEED SENSORS, ROAD GRID SENSORS)
BRUMMELL DOES, LLC 10206 HINERS LANE EASTON, MD 21601 AFRICAN AMERICAN 08-056	561990-MBE/DBE - ALL OTHER SUPPORT SERVICES BUSINESS SERVICES, NEC (FLAGGING SERVICE)
BRUMMELL DOES, LLC 10206 HINERS LANE EASTON, MD 21601 AFRICAN AMERICAN 08-056	561730-MBE/DBE - LANDSCAPING SERVICES (LAWN CARE AND MAINTENANCE)
CONSTRUCTORS PLUS INCORPORATED 6606 NORTH POINT ROAD BALTIMORE, MD 21219 FEMALE 06-413	561790-MBE/DBE - OTHER SERVICES TO BUILDINGS AND DWELLINGS 561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (PRESSURE WASHING (OTHER SERVICES TO BUILDINGS AND DWELLINGS & FLAGGING, TRAFFIC CONTROL)
CONSTRUCTORS PLUS INCORPORATED 6606 NORTH POINT ROAD BALTIMORE, MD 21219 FEMALE 06-413	811192-MBE/DBE - CAR WASHES (AUTOMOTIVE DETAILING SERVICES (CLEANING AND POLISHING, ETC.))
CONSTRUCTORS PLUS INCORPORATED 6606 NORTH POINT ROAD BALTIMORE, MD 21219 FEMALE 06-413	237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION (SPECIFICALLY: SIGN ERECTION FOR HIGHWAYS, ROADS, STREETS, AND BRIDGES; FIBER OPTIC CABLE (EXCEPT TRANSMISSION LINES) INSTALLATION, HIGHWAY, STREET AND BRIDGE LIGHTING AND ELECTRICAL SIGNAL INSTALLATION, LIGHTING SYSTEM INSTALLATION, AND TRAFFIC SIGNAL INSTALLATION FOR ROADS, STREETS, AND BRIDGES,

TRAFFIC LINE PAID (3)

237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION

238210-MBE/DBE - ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRACTORS

561730-MBE/DBE - LANDSCAPING SERVICES
(SPECIFICALLY: ORNAMENTAL SHRUB AND TREE SERVICE)

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES
(SPECIFICALLY: TRAFFIC CONTROL)

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES
(SPECIFICALLY: FLAGGING SERVICES, TRAFFIC CONTROL)

COUNCIL INDUSTRIES, INC.
6230 3RD STREET NW, #15
WASHINGTON, DC 20011
AFRICAN AMERICAN
03-161

484230-MBE/DBE - SPECIALIZED FREIGHT (EXCEPT USED GOODS) TRUCKING, LONG-DISTANCE SPECIFICALLY: RADIOPHARMACEUTICAL TRANSPORT AND DISPOSAL, LABORATORY ANIMAL TRANSPORT, INFECTION WASTE TRANSPORT, AND HAZARDOUS WASTE TRANSPORT

DEL-MED, INC.
100 WADE AVENUE
SOUTH PLAINFIELD, NJ 07080-1309
AFRICAN AMERICAN
02-603

492110-MBE/DBE - COURIERS AND EXPRESS DELIVERY SERVICES
SPECIFICALLY: LOCAL LETTER AND PARCEL DELIVERY SERVICES

493110-MBE/DBE - GENERAL WAREHOUSING AND STORAGE
SPECIFICALLY: WAREHOUSING AND STORAGE, GENERAL MERCHANDISE

493120-MBE/DBE - REFRIGERATED WAREHOUSING AND STORAGE
SPECIFICALLY: COLD STORAGE FACILITY

541690-MBE/DBE - OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES
SPECIFICALLY: BIOLOGICAL CONSULTING SERVICES

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES
SPECIFICALLY: DOCUMENT SHREDDING SERVICES, PHARMACEUTICAL DESTRUCTION/DISPOSAL

562112-MBE/DBE - HAZARDOUS WASTE COLLECTION
SPECIFICALLY: RADIOPHARMACEUTICAL TRANSPORT AND DISPOSAL, LABORATORY ANIMAL TRANSPORT, INFECTION WASTE TRANSPORT, AND HAZARDOUS WASTE TRANSPORT

562112-MBE/DBE - HAZARDOUS WASTE COLLECTION

237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION
SPECIFICALLY: PAVING AND GRADING (ASPHALT STREET, PARKING LOTS, DRIVEWAYS)

FINAL GRADE, LLC, THE
4420 E. EAGER STREET
BALTIMORE, MD 21205
AFRICAN AMERICAN

03-136

423320-MBE/DBE - LUMBER, BRICK, STONE, AND RELATED CONSTRUCTION MATERIAL MERCHANT WHOLESALERS
SPECIFICALLY: MERCHANT WHOLESALERS

484110-MBE/DBE - GENERAL FREIGHT TRUCKING, LOCAL
SPECIFICALLY: (HAULING OF SAND, GRAVEL, AND CRUSHED STONE);

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES
SPECIFICALLY: FLAGGING (I.E., TRAFFIC CONTROL) SERVICES

237210-MBE/DBE - LAND SUBDIVISION

FINANCIAL AND REALTY SERVICES LLC/FRS
8455 COLESVILLE ROAD, SUITE 1225
SILVER SPRING, MD 20910
AFRICAN AMERICAN
98-179

522292-MBE/DBE - REAL ESTATE CREDIT
SPECIFICALLY: REAL ESTATE AGENTS AND MANAGERS, LAND SUBDIVIDERS AND DEVELOPERS, REAL ESTATE INVESTMENT TRUSTS,

524210-MBE/DBE - INSURANCE AGENCIES AND BROKERAGES

525930-MBE/DBE - REAL ESTATE INVESTMENT TRUSTS

531210-MBE/DBE - OFFICES OF REAL ESTATE AGENTS AND BROKERS

541330-DBE-ONLY - ENGINEERING SERVICES
SPECIFICALLY: FOR FEDERAL CONTRACTS ONLY ENGINEERING SERVICES

541614-MBE/DBE - PROCESS, PHYSICAL DISTRIBUTION, AND LOGISTICS CONSULTING SERVICES

541720-MBE/DBE - RESEARCH AND DEVELOPMENT IN THE SOCIAL SCIENCES AND HUMANITIES
SPECIFICALLY: COMM. ECONOMIC, SOCIOLOGICAL & EDUCATIONAL RESEARCH, MANAGEMENT SERVICES

561110-MBE/DBE - OFFICE ADMINISTRATIVE SERVICES
SPECIFICALLY: BUSINESS SERVICES, NEC

561210-MBE/DBE - FACILITIES SUPPORT SERVICES

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES

237310-MBE/DBE, 238990-MBE/DBE, 339950-MBE/DBE, 423390-MBE/DBE,
561990-MBE/DBE

GRIFFIN SIGN, INC.
464 N RANDOLPH AVE
CINNAMINSON, NJ 08077-1539
FEMALE
02-389

TRAFFIC LANE PAINTING; CONSTRUCTION CONTRACTORS, BUSINESS SERVICES, NEC, (TRAFFIC CONTROL AND MAINTENANCE OF TRAFFIC, HIGHWAY SIGN PAINTING); GUARDRAIL/GUIDE RAIL CONSTRUCTION INSTALLATION; HIGHWAY, STREET, AND BRIDGE CONSTRUCTION (SPECIFICALLY, INSTALLATION OF IMPACT ATTENUATORS); SIGN ERECTION, HIGHWAY, ROADS, STREET OR BRIDGE (SPECIFICALLY NON-ELECTRICAL HIGHWAY SIGN INSTALLATION, SIGN STRUCTURES), CHAIN LINK FENCE INSTALLATION; SIGN MANUFACTURING (SPECIFICALLY NON-ELECTRICAL HIGHWAY SIGNS); OTHER CONSTRUCTION MATERIAL

MERCHANT WHOLESALEERS (DRUMS, TRAFFIC CONES, BARRICADES, GUARDRAILS, AND OTHER HIGHWAY SAFETY PRODUCTS).

KAP CONTRACTING CO., INC.
705 S. CAMDEN AVE
FRUITLAND, MD 21826
FEMALE
98-076

237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION
(SPECIFICALLY: LANDSCAPING SERVICES (HIGHWAY LAWN MOWING); ELECTRICAL CONTRACTORS-ROADWAY, HIGHWAY AND BRIDGE LIGHTING INSTALLATION AND MAINTENANCE, TRAFFIC CONTROL INSTALLATION AND MODIFICATION (TRAFFIC SIGNALS, INTERSECTION CONTROL BEACONS, INTELLIGENT TRAFFIC SYSTEMS), INCLUDING UNDERGROUND CONDUIT AND CABLE INSTALLATION; LIGHTING EQUIPMENT NEC; SANITARY SERVICES, NEC (SNOWPLOWING); BUSINESS SERVICES NEC (WORK ZONE TRAFFIC

238210-MBE/DBE - ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRACTORS

335129-MBE/DBE - OTHER LIGHTING EQUIPMENT MANUFACTURING

423980-MBE/DBE - OTHER MISCELLANEOUS DURABLE GOODS MERCHANT WHOLESALERS

541618-MBE/DBE - OTHER MANAGEMENT CONSULTING SERVICES

561730-MBE/DBE - LANDSCAPING SERVICES

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES

562998-MBE/DBE - ALL OTHER MISCELLANEOUS WASTE MANAGEMENT SERVICES

237110-MBE/DBE - WATER AND SEWER LINE AND RELATED STRUCTURES CONSTRUCTION
(SPECIFICALLY: WATER METER INSTALLATION)

LABCO, INC.
6310 STILLWATER BOULEVARD
OAKDALE, MN 55128
ASIAN AMERICAN
03-414

238210-MBE/DBE - ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRACTORS
(SPECIFICALLY: AUTOMATIC METER READER EQUIPMENT INSTALLATION (MIU'S))

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES
(SPECIFICALLY: FIRE HYDRANT REPAIR AND MAINTENANCE)

237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION
(SPECIFICALLY: CONCRETE CONSTRUCTION - PUBLIC SIDEWALKS, PLACEMENT OF TRAFFIC CONTROL DEVICES AND TEMPORARY SIGNS)

LETKE SECURITY CONTRACTORS, INC.
1607 BRIDEWELLS CT.
JOPPA, MD 21085
FEMALE
94-092

238130-MBE/DBE - FRAMING CONTRACTORS

238140-MBE/DBE - MASONRY CONTRACTORS
(SPECIFICALLY: STONE SETTING AND OTHER STONE WORK, CONCRETE BLOCK LAYING)

238310-MBE/DBE - DRYWALL AND INSULATION CONTRACTORS
(SPECIFICALLY: PLASTERING, DRYWALL AND INSULATION WORK)

- 238320-MBE/DBE - PAINTING AND WALL COVERING CONTRACTORS
(SPECIFICALLY: PAINTING AND PAPER HANGING; BRIDGE PAINTING CONTRACTOR UP TO 33 FOOT LEVEL)

- 238330-MBE/DBE - FLOORING CONTRACTORS
(SPECIFICALLY: EPOXY FLOORING)

- 238340-MBE/DBE - TILE AND TERRAZZO CONTRACTORS
(SPECIFICALLY: TILE WORK)

- 238990-MBE/DBE - ALL OTHER SPECIALTY TRADE CONTRACTORS
(SPECIFICALLY: SPECIFICALLY: DOORS, WINDOWS AND CABINET WORK, LEAD ABATEMENT, INTERIOR DEMOLITION AND WATERBLASTING)

- 561311-MBE/DBE - EMPLOYMENT PLACEMENT AGENCIES
(SPECIFICALLY: REFERRING EMPLOYEES IN THE CONSTRUCTION INDUSTRY TO PROSPECTIVE EMPLOYERS FOR A FEE)

- 561621-MBE/DBE - SECURITY SYSTEMS SERVICES (EXCEPT LOCKSMITHS)
(SPECIFICALLY: SECURITY SYSTEMS SERVICE)

- 561990-MBE/DBE - ALL OTHER SUPPORT SERVICES
(SPECIFICALLY: UNDERWATER TANK INSPECTION)

- 611430-MBE/DBE - PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING
(SPECIFICALLY: PROFESSIONAL AND MANAGEMENT DIVERSITY TRAINING FOR THE CONSTRUCTION INDUSTRY)

- 323110-MBE/DBE - COMMERCIAL LITHOGRAPHIC PRINTING
(SPECIFICALLY: COMMERCIAL PRINTING, LITHOGRAPHIC, COMMERCIAL PRINTING, NEC, - DIGITAL PRESS, TYPESETTING; PLATEMAKING AND RELATED SERVICES - COLOR SEPARATION)

- 323115-MBE/DBE - DIGITAL PRINTING

- 323122-MBE/DBE - PREPRESS SERVICES
(SPECIFICALLY: COMMERCIAL PRINTING NEC; DIGITAL PRESS, TYPESETTING, PLATEMAKING AND RELATED SERVICES.)

- 511120-MBE/DBE - PERIODICAL PUBLISHERS
(SPECIFICALLY: PUBLISHING OR PRINTING AND PRINTING.)

- 511120-MBE/DBE - PERIODICAL PUBLISHERS

- 511130-MBE/DBE - BOOK PUBLISHERS
(SPECIFICALLY: PUBLISHING OR PRINTING AND PRINTING, BOOKS)

- 541430-MBE/DBE - GRAPHIC DESIGN SERVICES

LIGHTY COMMUNICATIONS GROUP-LCG, INC.
 15708 CHESWICKE LANE
 UPPER MARLBORO, MD 20772
 AFRICAN AMERICAN
 02-545

(COMMERCIAL AIR)) GRAPHIC DESIGN)

541611-MBE/DBE - ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES (SPECIFICALLY: MANAGEMENT CONSULTING SERVICES)

541618-MBE/DBE - OTHER MANAGEMENT CONSULTING SERVICES (SPECIFICALLY: PUBLICATION, PUBLIC RELATIONS SERVICES)

541810-MBE/DBE - ADVERTISING AGENCIES (SPECIFICALLY: ADVERTISING AGENCY)

541820-MBE/DBE - PUBLIC RELATIONS AGENCIES (SPECIFICALLY: PUBLIC RELATIONS SERVICES)

541840-MBE/DBE - MEDIA REPRESENTATIVES (SPECIFICALLY: OUTDOOR ADVERTISING SERVICES - BILLBOARD, RADIO, TV AND PUBLISHERS)

541850-MBE/DBE - DISPLAY ADVERTISING

541860-MBE/DBE - DIRECT MAIL ADVERTISING (SPECIFICALLY: DIRECT MAIL ADVERTISING SERVICES)

541890-MBE/DBE - OTHER SERVICES RELATED TO ADVERTISING (SPECIFICALLY: ADVERTISING, NEC, BROCHURES, INVITATIONS, ETC.,)

541922-MBE/DBE - COMMERCIAL PHOTOGRAPHY (SPECIFICALLY: COMMERCIAL PHOTOGRAPHY,)

561110-MBE/DBE - OFFICE ADMINISTRATIVE SERVICES

561429-MBE/DBE -

561439-MBE/DBE - OTHER BUSINESS SERVICE CENTERS (INCLUDING COPY SHOPS) (SPECIFICALLY: PHOTOCOPYING AND DUPLICATING SERVICES)

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES

711510-MBE/DBE - INDEPENDENT ARTISTS, WRITERS, AND PERFORMERS (SPECIFICALLY: COMMERCIAL PHOTOGRAPHY,)

237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION (SPECIFICALLY: REPAIR AND LINE STRIPPING, EXCEPT ELEVATED HIGHWAY, ELEVATED HIGHWAY CONSTRUCTION, REPAIR AND LINE STRIPPING AND GUARDRAIL INSTALLATION)

237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION

LYNDCO, INC.
56301 FERRY LANDING ROAD
SHADYSIDE, OH 49347
FEMALE
04-260

<p>238390-MBE/DBE - OTHER BUILDING FINISHING CONTRACTORS (SPECIFICALLY: CONCRETE COATING, GLAZING AND SEALING)</p>	
<p>561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: TRAFFIC CONTROL-FLAGGING)</p>	
<p>237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION (SPECIFICALLY: BRIDGE AND STRUCTURAL DESIGN AND ANALYSIS, BRIDGE AND STRUCTURAL INSPECTION, INSPECTION AND DESIGN OF RETAINING WALLS, CULVERTS, NOISE BARRIERS, SIGN STRUCTURES).</p>	<p>M & N ENGINEERING AND DIVING SERVICES, INC. 2315 BELAIR ROAD, SUITE B-2 FALLSTON, MD 21047 FEMALE 02-129</p>
<p>237990-MBE/DBE - OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION (SPECIFICALLY: BRIDGE AND STRUCTURAL DESIGN AND ANALYSIS, BRIDGE AND STRUCTURAL INSPECTION, INSPECTION AND DESIGN OF RETAINING WALLS, CULVERTS, NOISE BARRIERS, SIGN STRUCTURES).</p>	
<p>541330-MBE/DBE - ENGINEERING SERVICES (SPECIFICALLY: BRIDGE AND STRUCTURAL DESIGN AND ANALYSIS, BRIDGE AND STRUCTURAL INSPECTION, INSPECTION AND DESIGN OF RETAINING WALLS, CULVERTS, NOISE BARRIERS, SIGN STRUCTURES).</p>	
<p>561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: DIVING SERVICES TO INCLUDE UNDERWATER REPAIRS, UNDERWATER CONSTRUCTION, AND UNDERWATER INSPECTION OF MARINE STRUCTURES, UNDERWATER TESTING AND SAMPLING, HYDROGRAPHIC SURVEYING)</p>	
<p>237990-MBE/DBE - OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION (SPECIFICALLY: ROCK AND TREE REMOVAL, UNDERWATER)</p>	<p>MARINE SOLUTIONS, INC. 250 GOLD RUSH ROAD, SUITE 4 LEXINGTON, KY 40503 FEMALE 09-026</p>
<p>561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: SCUBA DIVING SERVICES FOR BRIDGE INSPECTION)</p>	
<p>561311-MBE/DBE - EMPLOYMENT PLACEMENT AGENCIES</p>	<p>PROFESSIONAL EMPLOYMENT, INC. 6609 REISTERSTOWN ROAD, SUITE 109 BALTIMORE, MD 21215 FEMALE 08-284</p>
<p>561320-MBE/DBE - TEMPORARY HELP SERVICES</p>	
<p>561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: PRE-EMPLOYMENT SCREENING SUCH AS ALCOHOL AWARENESS, TRAINING, SUBSTANCE ABUSE SCREENING, REFERENCE CHECKS)</p>	<p>QUALITY ENGINEERING SOLUTIONS, INC. P.O. BOX 3004 CONNEAUT LAKE, PA 16316 FEMALE 02-398</p>
<p>237990-MBE/DBE - OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION (SPECIFICALLY: SILT BARRIER FENCE, GABIONS, EROSION CONTROL AND GEOTEXTILES)</p>	

238140-MBE/DBE - MASONRY CONTRACTORS	
238910-MBE/DBE - SITE PREPARATION CONTRACTORS (SPECIFICALLY: EXCAVATION, GRADING, CLEARING AND GRUBBING)	
541330-MBE/DBE - ENGINEERING SERVICES	
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES	
611519-MBE/DBE - OTHER TECHNICAL AND TRADE SCHOOLS	
541512-MBE/DBE - COMPUTER SYSTEMS DESIGN SERVICES (SPECIFICALLY: BUSINESS SERVICES, NEC, (TELECOMMUNICATIONS, FINANCIAL AND TECHNICAL ASSESSMENT, IMPLEMENTATION MANAGEMENT)	<p>SPXSYS, LLC 8630-M GUILFORD ROAD, #415 COLUMBIA, MD 21046 FEMALE 03-259</p>
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: TELECOMMUNICATIONS NETWORK SYSTEMS DESIGN/ENGINEERING)	
532490-MBE/DBE - OTHER COMMERCIAL AND INDUSTRIAL MACHINERY AND EQUIPMENT RENTAL AND LEASING (SPECIFICALLY: EQUIPMENT RENTAL AND LEASING, NEC (RENTAL OF TEMPORARY TRAFFIC CONTROL EQUIPMENT AND SIGNS).	<p>STRAIGHT LINE SAFETY, LLC P O BOX 486 UNION BRIDGE, MD 21791-0486 FEMALE 06-138</p>
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: TEMPORARY TRAFFIC CONTROL)	
323119-DBE-ONLY, 511140-DBE-ONLY, 511199-MBE/DBE, 517110-DBE-ONLY, 517910-DBE-ONLY, 518111-DBE-ONLY, 541430-DBE-ONLY, 541512-MBE/DBE, 541611-MBE/DBE, 541810-DBE-ONLY, 541820-MBE/DBE, 541850-DBE-ONLY, 561110-MBE/DBE, 561990-MBE/DBE, 811212-DBE-ONLY (FOR FEDERAL AND STATE CONTRACTS): MANAGEMENT SERVICES - ORGANIZATIONAL, STRATEGIC PLANNING, MANAGEMENT CONSULTING SERVICES, PUBLIC RELATIONS SERVICES, BUSINESS SERVICE, NEC, ENGINEERING SERVICES - INFORMATION TECHNOLOGY, COMPUTER RELATED SERVICES, NEC, MISCELLANEOUS PUBLISHING, (FOR FEDERAL CONTRACTS ONLY); ADVERTISING AGENCIES; ADVERTISING, NEC, DIRECT MAIL ADVERTISING SERVICES, COMPUTER COMMERCIAL ART AND GRAPHIC DESIGN, INFORMATION RETRIEVAL SERVICES, COMPUTER MAINTENANCE AND REPAIR, TELEPHONE COMMUNICATIONS, EXCEPT RADIOPHONES, COMMUNICATIONS SERVICES, NEC, PUBLISHING AND PRINTING, COMMERCIAL PRINTING, NEC.	<p>STRATEGIC MANAGEMENT CONCEPTS, INC. 4713 SILVERBROOK WAY BOWIE, MD 20720 AFRICAN AMERICAN 98-393</p>
237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION SPECIAL TRADE CONTRACTORS, NEC, (SPECIFICALLY: INSTALLATION OF INLAID TAPE, STRIPPING, PLOWABLE RAISED MARKINGS)	<p>SUNRISE SAFETY SERVICES, INC. 6711 BAY MEADOW DRIVE, SUITE D GLEN BURNIE, MD 21060 FEMALE 95-395</p>
332999-MBE/DBE - ALL OTHER MISCELLANEOUS FABRICATED METAL PRODUCT MANUFACTURING FABRICATED METAL PRODUCTS, NEC, (SPECIFICALLY: MANUFACTURER OF TRAFFIC SIGNS)	
339950-MBE/DBE - SIGN MANUFACTURING (SPECIFICALLY: MANUFACTURER OF TRAFFIC SIGNS)	

423990-MBE/DBE - OTHER MISCELLANEOUS DURABLE GOODS MERCHANT WHOLESALERS
DURABLE GOODS, NEC. (SPECIFICALLY: SALE OF TRAFFIC SIGNS)

488490-MBE/DBE - OTHER SUPPORT ACTIVITIES FOR ROAD TRANSPORTATION
(SPECIFICALLY: MAINTENANCE OF TRAFFIC, BUSINESS SERVICES, NEC, (ADDING: LANE
CLOSURES, CRASH CUSHION INSTALLATION, GLARE SCREEN INSTALLATION)

488490-MBE/DBE - OTHER SUPPORT ACTIVITIES FOR ROAD TRANSPORTATION

532490-MBE/DBE - OTHER COMMERCIAL AND INDUSTRIAL MACHINERY AND EQUIPMENT
RENTAL AND LEASING
EQUIPMENT RENTAL AND LEASING, NEC. (SPECIFICALLY: RENTAL OF SIGN BOARDS, ARROW
BOARDS, TRAFFIC SIGNS, BARRELS AND OTHER MAINTENANCE OF TRAFFIC ITEMS)

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES
SANITARY SERVICES, NEC. (SPECIFICALLY: SNOW REMOVAL, HAULING AWAY OF SNOW),

236220-MBE/DBE, 238210-MBE/DBE, 561210-MBE/DBE, 561720-MBE/DBE,
561740-MBE/DBE, 561990-MBE/DBE

BUILDING CLEANING & MAINTENANCE SERVICES, BULB, FUSE AND BALLAST REPLACEMENT,
WINDOW CLEANING, CARPET CLEANING, JANITORIAL SERVICES ON AIRPLANES, FACILITIES
SUPPORT MANAGEMENT SERVICES; DEBRIS REMOVAL, FURNITURE MOVING, GENERAL
CONTRACTORS - INDUSTRIAL BUILDINGS AND WAREHOUSES (EXCEPT PUBLIC WAREHOUSE
CONSTRUCTION); BUILDING ALTERATIONS, NONRESIDENTIAL, COMMERCIAL AND
INSTITUTIONAL BUILDING, GENERAL CONSTRUCTION CONTRACTORS; WATER METER READING
SERVICES.

TOPPLITE BUILDING SERVICES, INC.
7916 CRYDEN WAY
DISTRICT HEIGHTS, MD 20747
AFRICAN AMERICAN
97-148

541690-MBE/DBE - OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES
(SPECIFICALLY: SAFETY CONSULTING SERVICES)

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES
(SPECIFICALLY: FLAGGING (TRAFFIC CONTROL) SERVICES)

TRAFFIC CONTROL SERVICES, LLC
P.O. BOX 20161
YORK, PA 17402
FEMALE
07-285

238320-MBE/DBE, 238350-MBE/DBE, 561720-MBE/DBE, 561990-MBE/DBE

BUILDING CLEANING AND MAINTENANCE SERVICES, CARPENTRY WORK, PAINTING AND PAPER
HANGING, INTERIOR DECORATING (MINOR INTERIOR DECORATING)

TRINITY BUILDING SERVICE, INC.
4201 JOHN MARR DRIVE, #203
ANNANDALE, VA 22003
FEMALE
97-077

425110-MBE/DBE - BUSINESS TO BUSINESS ELECTRONIC MARKETS
SPECIFICALLY: FACILITATING BUSINESS TO BUSINESS SALES OF NEW AND USED
MERCHANDISE ON AN AUCTION BASIS

TS & P AUCTIONS, LLC
1325 G STREET, N.W., SUITE 500
WASHINGTON, DC 20005
FEMALE
08-279

425120-MBE/DBE - WHOLESALE TRADE AGENTS AND BROKERS
SPECIFICALLY: AUTOMOBILE AUCTIONS WHOLESALER

454112-MBE/DBE - ELECTRONIC AUCTIONS
SPECIFICALLY: INTERNET/ELECTRONIC AUCTIONS

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES

SPECIFICALLY INCLUDES INDEPENDENT AUCTIONEERS

<p>UNITED NATIONAL BANKCARD SERVICES, INC. 9256 BENDIX ROAD SUITE 108 COLUMBIA, MD 21045 ASIAN AMERICAN 03-349</p>	<p>238290-MBE/DBE, 423420-MBE/DBE, 541512-MBE/DBE, 561990-MBE/DBE BUSINESS SERVICES, NEC, (CREDIT CARD SERVICES/LEASING AND SELLING), ATM WHOLESALE, ATM INSTALLATION AND REPAIR, COMMERCIAL SOFTWARE DEVELOPMENT</p>
<p>WHITAKER, ARTHUR L. ENTERPRISES, LLC 11107 PENNY AVENUE CLINTON, MD 20735 AFRICAN AMERICAN 98-376</p>	<p>541611-MBE/DBE, 541613-MBE/DBE, 541820-MBE/DBE, 561990-MBE/DBE, 623990-MBE/DBE, 624190-MBE/DBE, 624310-MBE/DBE, 813319-MBE/DBE PROBLEM SOLVING CONSULTING SERVICES (PERSONAL/BUSINESS-PROFIT/NON-PROFIT), MANAGEMENT CONSULTING SERVICES, SOCIAL SERVICES, NEC, JOB TRAINING AND COUNSELING, RESIDENTIAL CARE (INDEPENDENT LIVING FACILITIES), INDIVIDUAL AND FAMILY SOCIAL SERVICES (FAMILY COUNSELING SERVICES), PUBLIC RELATIONS SERVICES (LOBBYIST FOR CLIENT BASE), MISCELLANEOUS PERSONAL SERVICES, NEC, (BARTERING/BROKERING SERVICES FOR INDIVIDUALS)</p>

FREQUENTLY ASKED
COMMON TERMS
AS DEFINED IN THE
MDOT
MBE MANUAL

THIRD TIER CONTRACTING -- The process in which a prime contractor subcontracts a portion of an original contract to a subcontractor who in turn subcontracts a portion of a subcontract to a third party. This latter action is termed entering into a third tier contract. See Procedures For Contractor Compliance Process Section.

SUPPLIER -- A regular dealer, who owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of a contract are placed, kept in stock, and regularly sold to the public in the usual course of business. The supplier must perform a commercially useful function consistent with normal industry practices. To be a regular dealer, the firm must engage in, as its principal business, and in its own name, the purchase and sale of the products in question. A supplier of bulk goods (cement, gravel, stone, petroleum products) may qualify as a regular dealer if it either maintains an inventory or owns or operates distribution equipment. With respect to the distribution equipment (a fleet of trucks), the term "operates" is intended to cover a situation in which the supplier leases the equipment on a regular basis for its entire business. It is not intended to cover a situation in which the firm simply provides drivers for trucks owned or leased by another party, (such as a prime contractor) or leases such a party's trucks on an ad hoc basis for a specific job.

REGULAR DEALER -- A firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular dealer, the firm must engage in, as its principal business, and in its own name, the purchase and sale of the products in question. A regular dealer in such bulk items as cement, gravel, stone, and petroleum need not keep such products in stock, if it owns or operates distribution equipment. Brokers and packagers shall not be regarded as manufacturers or regular dealers within the meaning of this section.

A Regular Dealer must be engaged in selling the product in question to the public. This is important in distinguishing a Regular Dealer, which has a regular trade with a variety of customers, from a firm which performs supply-like functions on an ad hoc basis or for only one or two contractors with whom it has a special relationship.

A business that simply transfers title of a product from manufacturer to ultimate purchaser (e.g. broker or sales representative who re-invoices a product from the producing company to the recipient or contractor) or a firm that puts a product in a container for delivery would not be considered a Regular Dealer.

A supplier of bulk goods may qualify as a regular dealer if it either maintains an inventory or owns or operates distribution equipment. With respect to the distribution equipment (e.g. a fleet of trucks), the term "operates" is intended to cover a situation in which the supplier leases the equipment on a regular basis for its entire business. It is not intended to cover a situation in which the firm simply provides drivers for trucks owned or leased by another party, (e.g., a prime contractor) or leases such a party's trucks on an ad hoc basis for a specific job.

MANUFACTURER -- A firm that produces a product from raw materials or substantially alters a previously manufactured product by operating or maintaining a factory or establishment that produces or alters on the premises.

MANUFACTURER REPRESENTATIVE -- A business that transfers title of a product from a manufacturer to an ultimate purchaser (e.g., a sales representative who invoices a product from the producing company to the contractors).

BROKER -- An agent of a buyer or a seller who buys or sells stocks, bonds, commodities, or services, usually on a commission basis.

COMMERCIALLY USEFUL FUNCTION -- Work performed by a DBE/MBE in a particular transaction can be counted towards goals only if the Administration determines that it involves a commercially useful function. A certified business is considered to perform a commercially useful function when it is responsible for the execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved. That is, in light of industry practices and other relevant considerations, the DBE/MBE must have a necessary and useful role in the transaction of a kind for which there is a market outside the context of the DBE/MBE Program. The firm's role cannot be a superfluous step added in an attempt to obtain credit goals.

**ADDITIONAL
INFORMATION FOR
CONTRACTORS**

**Maryland Transportation Authority
Minority Business Enterprise Program
ADDITIONAL INFORMATION FOR PRIME**

UTILIZATION REPORTS

Monthly reports of payments and invoices to MBEs and non-MBEs should be sent to the MBE office by the 10th of the month. Double payee checks are prohibited except for purchase of supplies and materials.

USE OF MBE BANKS

It is the policy of MDOT to encourage its contractors to utilize certified DBE/MBE banks. The prime shall consider utilizing the services of minority owned banks. Most minority banks are full service corporations that can provide an array of financial services.

RECORDS RETENTION

As per the Special Provisions, records must be retained for a period of three years following completion of the contract work and available for inspection by MDOT and/or the Authority.

SUBSTITUTION OF MBE SUBCONTRACTORS

Any proposed changes to the approved MBE Plan must be submitted in writing to the Authority for approval prior to commencement of the work. Substitution or modification of it can only be accomplished with the approval of the Authority.

ADMINISTRATIVE PROCEDURES FOR ENFORCEMENT

Whenever the Authority believes the prime or any subcontractor may not be operating in compliance with the terms of the program provision, an investigation will be conducted and if it is determined that there is non-compliance, notification will be made of the steps, which will, in the judgment of the Authority, bring the contractor into compliance. If the contractor fails or refuses to take corrective action, a final report of non-compliance will be made and sanctions from suspension of work up to referral to the Attorney General's Office for review may be made.

OPERATION GUARANTEED HELP

This is a free service provided by MDOT for certified minority businesses that may need business assistance. Any of the MBEs on the project can call 1-800-544-6056 to talk to a business consultant.

PROMPT PAYMENT TO SUBCONTRACTORS

It is the policy of the State that a contractor shall promptly pay a subcontractor any undisputed amount that a subcontractor is entitled to under the contract for construction. This payment shall be made within ten (10) days of receiving a progress payment or final payment from the State. Undisputed amounts include the retainage on a contract.

**Maryland Transportation Authority
Minority Business Enterprise Program
ADDITIONAL INFORMATION FOR MBE SUBCONTRACTORS**

MBE REPORT OF PAYMENTS RECEIVED

By the 15th of each month the MBE should submit this document to the Authority's MBE Office. It should be submitted even if there are no payments for the month.

PROMPT PAYMENT TO SUBCONTRACTORS

It is the policy of the State that a contractor shall promptly pay a subcontractor any undisputed amount that a subcontractor is entitled to under the contract for construction. This payment shall be made within ten (10) days of receiving a progress payment or final payment from the State. Undisputed amounts include the retainage on a contract.

RECORDS RETENTION

Title 21 of the State Procurement Regulations, Subtitle 06 Contract Formation and Award, Chapter 5 Plant Inspection, Audit and Retention of Records, .03 Records Retention contains the following regulation: The contractor or subcontractor shall maintain books and records that relate to the cost or pricing data for 3 years from the date of final payment under the contract, unless a longer period is otherwise specified in the contract.

FRAUD PROVISIONS

Contractors are advised that State Finance and Procurement Article 14-308 covers prohibited acts and penalties for felony and misdemeanor offenses.

STATE OF MARYLAND GOVERNOR'S OFFICE OF MINORITY AFFAIRS (GOMA)

GOMA is the state's principal advocate for minority businesses. They provide assistance to minority business owners who are seeking state certification and state procurement opportunities. They also help minority business owners who believe they have been treated unfairly by a state agency or other entity.

This office provide referrals to agencies and other entities that have programs to assist minority business owners in getting the services they need to start, develop and

grow. For more information regarding GOMA log on to www.mdminoritybusiness.com, or by calling 410-767-8232.

ENTERPRENEUIAL DEVELOPMENT INSTITUTE (EDI)

EDI helps meet the education needs of small and minority businesses in construction and related business fields. The Maryland State Highway Administration's Equal Opportunity Office provides the services of the EDI. Centered at the University of Maryland Eastern Shore (UMES), EDI classes are held on weekends. A nominal fee of \$50.00 is charged for the classes and hotel accommodations. For schedule and registration information, contact the EDI Coordinator at (410) 651-6476.

MSBDFA BONDING AND CONTRACT FINANCING PROGRAM

The Maryland Small Business Development Financing Authority (MSBDFA) offers program through four programs: Contract Financing, Long Term Guaranty Program, Surety Bong Guaranty Program and Equity Participation Investment Program. They provide contract financing and surety bonding assistance to eligible firms to begin, continue and complete work on MDOT contracts. Firms bidding on MDOT contracts needing a bid, performance or payment bond or working capital can contact the office at (410) 333-4270.

PROFESSIONAL ASSISTANCE

An MBE firm certified by MDOT may request referral assistance in any area of business by calling the MBE Information Line, 1-800-544-6056 in the Office of Minority Business Enterprise.

THE STATE OF MARYLAND SMALL BUSINESS RESERVE PROGRAM

The State of Maryland Small Business Reserve Program is committed to the growth and success of small businesses. Since its inception, small businesses have been able to bid on State contracts without competing with larger, more established companies.

Designated state agencies are required to award a minimum of 10 percent of their units' total dollar value of goods, supplies, services, maintenance, construction, construction related, architectural service and engineering service contracts to small businesses. For more information regarding the Small Business Reserve Program log on to www.smallbusinessreserve.maryland.gov , or by calling 410-767-4270.

**PROMPT PAYMENT
TO
SUBCONTRACTORS**

A. MARYLAND DEPARTMENT OF TRANSPORTATION POLICY
STATEMENT
PROMPT PAYMENT OF SUBCONTRACTORS

DISADVANTAGED/MINORITY BUSINESS ENTERPRISES

This policy is in accordance with Maryland State Law, codified at Md. Code Ann., State Finance and Procurement Article, § 15-226, and 49 CFR, Part 26, 26.29(b)1-3.

It is the policy of the State that a contractor shall promptly pay a subcontractor any undisputed amount that a subcontractor is entitled to under a State procurement contract for construction. This payment shall be made within ten (10) days of receiving a progress payment or final payment from the State. "Undisputed amount" includes the retainage on a contract.

If a contractor withholds payment, the contractor shall:

1. Notify the subcontractor, in writing within the same ten (10) day time period, stating the reasons for payment being withheld,
2. Provide a copy of the notice to the procurement officer.

If a subcontractor does not receive payment within the required time period, the subcontractor may give written notice of non-payment to the procurement officer. The notice shall include:

1. The name of the contractor, the project under which the dispute exists and the amount in dispute,
2. Provide an itemized description on which the amount is based and
3. If known, provide an explanation for any payment dispute.

Within two (2) business days of receipt of written notice from a subcontractor, a MDOT Agency Representative shall verbally contact the contractor to determine if the amount is undisputed.

If the MDOT Agency Representative determines that all or some of the amount is undisputed, the representative shall instruct the contractor to pay the subcontractor the undisputed amount within three (3) business days. The MDOT Agency Representative shall verbally inform the subcontractor the results of discussions with the contractor. If the payment is not made, the subcontractor may report the non-payment to the procurement officer. As a result, the MDOT Agency Representative shall schedule a meeting of the agency project manager, the subcontractor and the contractor, as follows:

1. The time and location shall be selected by the agency representative,
2. The meeting shall be no later than ten (10) days after receiving notice from the subcontractor,
3. The meeting purpose is to establish the reasons for non-payment,
4. The agency representative shall require the parties to provide information necessary to evaluate the dispute,
5. If the agency representative determines the contractor is delinquent, further progress payments to the contractor may be withheld until the subcontractor is paid.

If the payment to the subcontractor is not made within seven (7) days after the agency representative determines that the contractor is delinquent, the agency representative shall schedule a second meeting on the dispute as follows:

1. The time and location shall be selected by the agency representative,
2. The meeting shall be no later than five (5) days after the close of the seven (7) day period.

After this second meeting, if the agency representative determines the contractor continues to be delinquent in subcontractor payments, he/she:

1. Shall order further payments to the contractor not be processed until payment is made to and verified with the subcontractor,
2. May order work under the contract be suspended based on the contractor's failure to meet contractual obligations under the contract,

3. May require the contractor to pay a penalty to the subcontractor, not to exceed \$ 100 per day, from the date that the payment was required, not to include any period that the agency representative determines that the subcontractor was not diligent in reporting non-payment to the procurement officer. The contractor or subcontractor may appeal the decision after the second meeting, noted above to the procurement officer. The contractor shall comply with the procurement officer's decision.

An act, failure to act or decision of the procurement officer or agency representative may not:

1. Affect the rights of the contracting parties under other provision of law, be used as evidence on the merits of a dispute between the agency and the contractor or the contractor and the subcontractor in any other proceeding or
2. Result in liability against or prejudice the rights of the agencies of the Maryland Department of Transportation.

A decision of a procurement officer or an agency representative designated by the procurement officer under this law is not subject to judicial review or the provision for bid protests and contract claims before the Board of Contract Appeals. This law shall be construed only prospectively and may not be applied or interpreted to have any effect on or application to any State procurement contract awarded before the effective date of this law, October 1, 1999.



GUIDE TO PROMPT PAYMENT FOR NON-CONSTRUCTION SUBCONTRACTORS

August 2008

Prompt payment requirements already exist on State-funded construction contracts. Recently, prompt payment requirements became effective on all State-funded non-construction contracts in excess of \$25,000 by agencies that are members of the Governor's Cabinet.

What does the prompt payment directive mean to subcontractors?

Subcontractors on contracts greater than \$25,000 can expect to receive payment for any undisputed amounts after the prime contractor has received a progress payment. Otherwise, a subcontractor can expect to receive written notice from the contractor as to why payment is being withheld.

What does the prompt payment directive mean to a Minority Business Enterprise (MBE) or Small Business Reserve (SBR) subcontractor?

MBE and SBR subcontractors have the remedies as those described above. In addition, agencies must notify the Governor's Office of Minority Affairs (GOMA) of any complaint of non-payment of subcontractors with MBE or SBR status.

What are the responsibilities of the prime contractor?

The prime contractor has the responsibility to:

- Pay a subcontractor an undisputed amount to which the subcontractor is entitled; OR
- Notify the subcontractor in writing and state the reason why payment is being withheld.
 - If payment is withheld, the prime contractor must provide a copy of the notice to the procurement officer.

What should I do if I am not being paid by the prime contractor?

The subcontractor must notify the procurement officer. GOMA recommends that notice be given in writing. The notice will include:

- The name of the prime contractor from which payment has not been received;
- The project under which the dispute exists;
- The amount in dispute;
- An itemized description on which the amount is based; and
- If known, an explanation for any dispute concerning the payment not received.

Who should I contact at the agency?

Subcontractors who have not received payment of any undisputed amount should contact the agency's chief procurement officer. Contact information for the Cabinet agencies' chief procurement officers can be found at the end of this document.

I've sent my written notice of non-payment to the procurement officer. What happens now?

The procurement officer, or another agency representative, will contact the prime contractor to ascertain whether the amount withheld is an undisputed amount. If it is determined that part or the entire amount withheld is undisputed, the agency representative will instruct the prime contractor to pay the subcontractor the undisputed amount. The agency representative is to communicate to the subcontractor the results of the discussions with the prime contractor.

Are there any penalties to the prime contractor for failure to pay subcontractors undisputed amounts?

Yes. The State agency that issued the contract may, consistent with the contract terms:

- Withhold further payments to the prime contractor until payment to the subcontractor is verified;
- Suspend all or some of the contract work;
- Pay or otherwise cause payment of the undisputed amount to the subcontractor;
- Place a payment for an undisputed amount in an interest-bearing escrow account; or
- Take other or further actions as appropriate to resolve the withheld payment.

What is an “undisputed amount”?

An “undisputed amount” means an amount owed by a contractor to a subcontractor for which there is no good faith dispute. This includes any retainage withheld, and any amount withheld because of issues arising out of an agreement or occurrence unrelated to the agreement under which the amount is withheld.

What agencies are members of the Governor’s Cabinet?

The 23 member agencies of the Governor’s Cabinet and their chief procurement officers are:

Agency	Procurement Officer	Email
Aging	Ivey Gilliam	ilg@ooa.state.md.us
Agriculture	Joe Harrington	harrinjm@mda.state.md.us
Budget and Management	Joel Lieberknight	jlieberkn@dbm.state.md.us
Business and Economic Development	Debi Chronister	dchronister@dbed.state.md.us
Disabilities	John Brennan	jbrennan@mdod.state.md.us
Education	Albert Annan	aannan@mdse.state.md.us
Environment	Mike Gallagher	mgallagher@mde.state.md.us
Executive Department	Jeremy Rosendale	jrosendale@gov.state.md.us
General Services	Michael Haifley	michael.haifley@dgs.state.md.us
Health and Mental Hygiene	Gary Goldberg	ggoldberg@dhhmh.state.md.us
Higher Education	G. Edward Omnert	eommert@mhec.state.md.us
Housing and Community Development	Eleanor Kennedy	kennedy@mdhousing.org
Human Resources	Jane Bailey	jbailey@dhr.state.md.us
Information Technology	Sue Howells	Sue.Howells@doit.state.md.us
Juvenile Services	Marcus Filson	filsonm@djs.state.md.us
Labor, Licensing, and Regulation	Latesa Thomas	lthomas@dllr.state.md.us
Military	Nancy Fabula Hevey	hevey@mdmildep.org
Natural Resources	Diane Russell	drussell@dnr.state.md.us
Planning	Samer Atiya	sativa@mdp.state.md.us
Public Safety and Correctional Services	Behira J. Said-Pompey	BSaid-Pompey@dpsc.state.md.us
State Police	Jonathan Beam	jbeam@mdsp.org
Transportation	Carmina Perez-Fowler	Cperez-fowler@mdot.state.md.us
Veterans Affairs	John Kearns	jkearns@mdva.state.md.us

**MBE COMPLIANCE
CONTRACTOR
NOTIFICATION**

**Maryland Transportation Authority
MBE Office Contract Compliance
Contractor Notification**

Prime/General contractors participating on Maryland Transportation Authority (MdTA) contracts must notify the MBE office of any changes to the approved MBE plan that was submitted. This includes all EWAs that increase or decrease the MBE goal approved for the contract. The notification must be in writing and include an updated MBE Plan to be submitted for review and the approval/denial process. The following is the minimum information that must be included:

A. Increase of the MBE over-all goal and/or sub-goal

1. MdTA Contract name and number
2. Name of Prime/General contractor
3. Reason for increase
4. MBE contractors name, address and contact information
5. Contract work items effected
6. Dollar value of the work items
7. New contract value
8. New MBE over-all goal and sub-goals

B. Decrease of the MBE over-all goal and/or sub-goal

1. MdTA Contract name and number
2. Name of Prime/General contractor
3. Reason for decrease
4. MBE contractors name, address and contact information
5. Contract work items effected
6. Dollar value of the work items
7. New contract value
8. New MBE over-all goal and sub-goals
9. Good Faith Effort (GFE) packet

Correspondence concerning the above will be sent directly to the Procurement Officer, who will ensure that the MBE Office receives the information for processing.

Two (2) complete copies of certified payrolls are to be delivered to the MdTA Project Inspector at the field office for all contractors employed on the project. One (1) complete copy is to be sent to the Commissioner of Labor & Industry. **No certified payable are to be mailed or delivered to the FSK Bridge.**

Maryland Transportation Authority Points of Contact

Dave Ferrara
Director of Construction
Maryland Transportation Authority
304 Authority Drive
Baltimore, Maryland 21222
dferrara@mdta.state.md.us

Phone: (410) 537-7882
Fax: (410) 537-7802

Beverly Hill, Director
Procurement and Statutory Program Compliance
2310 Broening Highway, Suit 150
Baltimore, Maryland 21224
bhill@mdta.state.md.us

Phone: (410) 537-1086
Fax: (410) 537-1044

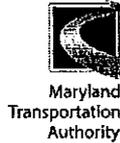
All other questions concerning MBE Compliance can be directed to the following compliance team.

Karen Harris
MBE Field Compliance Officer
410-537-5660
kharris5@mdta.state.md.us

Orlando Price
MBE Field Compliance Officer
410-537-1052
oprice@mdta.state.md.us

**MONTHLY MINORITY BUSINESS
UTILIZATION REPORT FORMS
FOR PRIMES AND
SUBCONTRACTORS**

Maryland Transportation Authority (MdTA)
 Office of Minority Business Enterprise
 2310 Broening Highway, Suite 150
 Baltimore, Maryland 21224
 (410) 537-1055 (410) 537-1044 - Fax



Disadvantaged/Minority Business Enterprise
Report of Payments Received
D-010 (02-03)

PLEASE COMPLETE AND RETURN BY 15TH OF THE MONTH FOLLOWING THE REPORTING PERIOD, SUBMIT COPIES OF INVOICES WITH THIS DOCUMENT.

FOR THE PERIOD ENDING _____ (MONTH/YEAR)

SUBCONTRACTOR: _____

MDOT CERTIFICATION #: _____ **FEDERAL ID #:** _____

PRIME CONTRACTOR: _____

PROJECT NUMBER/TITLE: _____

PROJECT LOCATION: _____

SERVICES/SUPPLIES PROVIDED: _____

TOTAL SUBCONTRACT AMOUNT: _____

STATUS OF PAYMENTS:

INVOICE DATE	INVOICE NUMBER	AMOUNT OF INVOICE	AMOUNT PAID	AMOUNT DUE

DISCUSS ANY PROBLEMS YOU ARE EXPERIENCING WITH THE PRIME CONTRACTOR AND/OR THE PROJECT. _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

PRINT NAME OF COMPANY OFFICIAL _____ **TITLE** _____

SIGNATURE _____ **DATE** _____

TELEPHONE # _____ **EMAIL ADDRESS** _____