



LEXINGTON

LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # Bid #110-2020 Office Supplies

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Central Purchasing for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWDBE Company, Name, Address, Phone, Email	MBE WBE or DBE	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. Not applicable				
2.				
3.				
4.				

The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Staples Contract & Commercial LLC

Company

Nov 11, 2020

Date

Company Representative

Laura McAllester, Regional Vice President

Title



LEXINGTON

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Bid/RFP/Quote Reference # Bid #110-2020 Office Supplies

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1. Not applicable				
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The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Staples Contract & Commercial LLC

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LFUCG MWDBE SUBSTITUTION FORM

Bid/RFP/Quote Reference # Bid #110-2020 Office Supplies

The substituted MWDBE and/or veteran subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to Central Purchasing for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project. **Failure to submit this form may cause rejection of the bid.**

SUBSTITUTED MWDBE Company Name, Address, Phone, Email	MWDBE Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1. Not applicable					
2.					
3.					
4.					

The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Staples Contract & Commercial LLC

Company

Nov 11, 2020

Date

Company Representative

Laura McAllester, Regional Vice President

Title



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MWDBE QUOTE SUMMARY FORM

Bid/RFP/Quote Reference # Bid #110-2020 Office Supplies

The undersigned acknowledges that the minority and/or veteran subcontractors listed on this form did submit a quote to participate on this project. Failure to submit this form may cause rejection of the bid.


Company Name Staples Contract & Commercial LLC	Contact Person Madison Heckel, Territory Account Manager
Address/Phone/Email 2307 River Rd. #102 Louisville, KY 40206 (502) 548-6719 madison.heckel@staples.com	Bid Package / Bid Date Bid #110-2020 Office Supplies Bid Opening: November 12, 2020

MWDBE Company Address	Contact Person	Contact Information (work phone, Email, cell)	Date Contacted	Services to be performed	Method of Communication (email, phone meeting, ad, event etc)	Total dollars \$\$ Do Not Leave Blank (Attach Documentation)	MBE * AA HA AS NA Female	Veteran
Not applicable								

(MBE designation / AA=African American / HA= Hispanic American/AS = Asian American/Pacific Islander/ NA= Native American)

The undersigned acknowledges that all information is accurate. Any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Staples Contract & Commercial LLC
 Company
Nov 11, 2020
 Date


 Company Representative
Laura McAllester, Regional Vice President
 Title



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LFUCG SUBCONTRACTOR MONTHLY PAYMENT REPORT

The LFUCG has a 10% goal plan adopted by city council to increase the participation of minority and women owned businesses in the procurement process. The LFUCG also has a 3% goal plan adopted by cited council to increase the participation of veteran owned businesses in the procurement process. In order to measure that goal LFUCG will track spending with MWDBE and Veteran contractors on a monthly basis. By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentation may result in termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims. Please submit this form monthly to the Division of Central Purchasing/ 200 East Main Street / Room 338 / Lexington, KY 40507.

Bid/RFP/Quote # Bid #110-2020 Office Supplies

Total Contract Amount Awarded to Prime Contractor for this Project TBD

Project Name/ Contract # Bid #110-2020 Office Supplies	Work Period/ From:	To:
Company Name: Staples Contract & Commercial LLC	Address: 2307 River Rd. #102 Louisville, KY 40206	
Federal Tax ID: 04-3390816	Contact Person: Madison Heckel, Territory Account Manager	


Subcontractor Vendor ID (name, address, phone, email)	Description of Work	Total Subcontract Amount	% of Total Contract Awarded to Prime for this Project	Total Amount Paid for this Period	Purchase Order number for subcontractor work (please attach PO)	Scheduled Project Start Date	Scheduled Project End Date
Not applicable							

By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentations may result in the termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims.

Staples Contract & Commercial LLC
Company

Nov 11, 2020
Date

Date


Company Representative

Laura McAllester, Regional Vice President
Title

Title

LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid/RFP/Quote # Bid #110-2020 Office Supplies

By the signature below of an authorized company representative, we certify that we have utilized the following Good Faith Efforts to obtain the maximum participation by MWDBE and Veteran-Owned business enterprises on the project and can supply the appropriate documentation.

_____ Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow MWDBE firms and Veteran-Owned businesses to participate.

_____ Included documentation of advertising in the above publications with the bidders good faith efforts package

_____ Attended LFUCG Central Purchasing Economic Inclusion Outreach event

_____ Attended pre-bid meetings that were scheduled by LFUCG to inform MWDBEs and/or Veteran-Owned Businesses of subcontracting opportunities

_____ Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms and Veteran-Owned businesses

_____ Requested a list of MWDBE and/or Veteran subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).

_____ Contacted organizations that work with MWDBE companies for assistance in finding certified MWBDE firms and Veteran-Owned businesses to work on this project. Those contacted and their responses should be a part of the bidder's good faith efforts documentation.

_____ Sent written notices, by certified mail, email or facsimile, to qualified, certified MWDBEs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.

_____ Followed up initial solicitations by contacting MWDBEs and Veteran-Owned businesses to determine their level of interest.

_____ Provided the interested MWBDE firm and/or Veteran-Owned business with adequate and timely information about the plans, specifications, and requirements of the contract.

_____ Selected portions of the work to be performed by MWDBE firms and/or Veteran-Owned businesses in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MWDBE and Veteran participation, even when the prime contractor may otherwise perform these work items with its own workforce

_____ Negotiated in good faith with interested MWDBE firms and Veteran-Owned businesses not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be so noted in writing with a description as to why an agreement could not be reached.

_____ Included documentation of quotations received from interested MWDBE firms and Veteran-Owned businesses which were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.

_____ Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a MWDBE and/or Veteran-Owned business's quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE and Veteran goals.

_____ Made an effort to offer assistance to or refer interested MWDBE firms and Veteran-Owned businesses to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal

_____ Made efforts to expand the search for MWBE firms and Veteran-Owned businesses beyond the usual geographic boundaries.

 X Other--any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE **and Veteran participation.**

Staples shares LFUCG's commitment to diversity. We have included an overview of Staples' Diversity Program offering with our response and look forward to discussing options for a diverse supplier offering that meets your needs and requirements.

NOTE: Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement which is subject to approval by the MBE Liaison. Documentation of Good Faith Efforts must be submitted with the Bid, if the participation Goal is not met.

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Staples Contract & Commercial LLC

Company

Nov 11, 2020

Date



Company Representative

Laura McAllester, Regional Vice President

Title

STAPLES DIVERSITY PROGRAM OVERVIEW

Staples shares LFUCG's commitment to diversity and we understand the challenges that small businesses face, as well as the important contributions they make to the economic health of their communities. As an organization, Staples is committed to supporting small business growth and development whenever possible. Staples supports small businesses through our Supplier Diversity program. This program enables LFUCG to directly support the growth of minority, woman and veteran-owned (MWBE) small businesses by purchasing products and services from them. Staples empowers LFUCG to connect with small businesses in two ways:

Diversity One Program

We've formed strategic alliances with highly respected diverse and small business suppliers who have experience serving customers with similar profiles to LFUCG. Using a rigorous supplier qualification process, our Diversity One program connects LFUCG with a certified supplier who will collaborate with Staples to provide a fully managed program that meets the quality standards, service and scope required.

We find successful, independently owned and credible diverse companies and help them grow their businesses, create jobs and expand their offerings. Staples provides our Diversity One suppliers with extensive coaching and mentoring to build capacity within their organizations.

Diversity Two Program

With this program, LFUCG can access a wide selection of high quality, cost-effective products manufactured by diverse and small business suppliers.

LFUCG will benefit from:

- A wide selection of high-quality products easily identified by MBE and WBE symbols
- Products across every category — business essentials, furniture solutions, facility solutions and technology solutions
- Detailed reporting and tracking of your diverse product spend
- Expert, consultative support from your Staples Account Manager, who will identify opportunities to utilize these product groups and report on LFUCG's progress

Staples will make every effort to recommend excellent cost-competitive alternatives from its large selection of products from diverse and small business suppliers.

We look forward to working with LFUCG, to help create a diverse supplier offering that meets your needs and requirements.