

City of Minneapolis
Bidders, Solicitation, and SUBP Commitment List



Instructions

1. List **ALL** contractors (including your firm), sub-contractors/consultants, suppliers, and service providers that were solicited to submit a bid/quote for this project, that submitted a bid/quote to your firm without being solicited, or that will be used on the project.
2. Place a check mark in the appropriate column if a firm is certified as a minority-owned or women-owned business enterprise (MBE or WBE) by the MnUCP¹.
3. Make additional copies of this form as necessary.
4. This completed form should show a complete picture of the prime bidder's solicitation efforts for this bid submittal, including but not limited to MBE and WBE firms that were solicited to meet project SUBP² goals.
This form is required to be submitted with your bid.
5. IF there is project-specific or contract-specific SUBP goal(s) indicated in the bid documents, the prime bidder must write its MBE and WBE percentage commitments. The prime bidder must then submit a Final SUBP Commitment Form (due by 5 pm on the first business day after the City bid opening), which will specify what MBE and WBE firms the prime will use to meet the goal(s). In that Final SUBP Commitment Form, the prime bidder may NOT adjust its MBE and WBE commitments downwards, but may adjust its commitments upwards.
6. **Failing to complete and submit this form, or indicating "not applicable," will result in a non-responsive bid.**

¹ A firm's Minnesota Unified Certification Program (MnUCP) certification should be verified by checking the online MnUCP Directory:

<http://mnucp.metc.state.mn.us/>

² For more information about the Small and Underutilized Business Program (SUBP) goals, see the SUBP Special Provisions published with this bid. and review Minneapolis Ordinances Chapter 423.

Prime Bidder: _____

SUBP goal commitment percentages: MBE % _____ WBE % _____

[illegible]

[illegible]

☐ Check here if your company DID NOT solicit any contractors, sub-contractors/consultants, suppliers, or service providers to submit a bid/quote for this

☐ Check here if your company intends to self-perform all work and DOES NOT intend to subcontract out any work for this project.

If there are project-specific or contract-specific SUBP goals indicated in the bid documents, checking this box means that your company will need to demonstrate good faith efforts (GFE) to meet the goal(s), in order to be awarded the contract. All GFE documents and supporting evidence will be due no later than 5 pm on the first business

The bidder certifies that the foregoing is correct, and that all contractors (including your company), sub-contractors, sub-consultants, suppliers, and service providers that were solicited, that submitted a bid/quote, OR that will be used on the project, are listed herein.

Failure to complete and submit this form will result in your bid being deemed non-responsive.

Bidder Company Name

Contact Name & Title

Phone & Email

Date

