

# City of Spartanburg

Procurement and Property Division

Post Office Drawer 1749, SC 29304-1749 Phone (864) 596-2049 - Fax (864) 596-2365

## **RFP Legal Notice Request for Proposals for The Redevelopment of 2.32 Acre Site in Downtown Spartanburg**

**May 17, 2019**

**NOTICE IS HEREBY GIVEN** – The City of Spartanburg is seeking proposals from qualified firms for the development of approximately 2.32 contiguous acres abutting South Daniel Morgan Avenue in Downtown Spartanburg.

### **Proposal No: 1819-06-25-01**

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License.

**Please submit one original, 2 printed copies, and a flash drive with one PDF document (with blank or clearly identified pages as tabs) of your sealed proposals:**

**Sealed Qualifications Due June 25, 2019, no later than 3:00 PM.** Proposals must be submitted to Carl Wright, Procurement and Property Manager, City Hall 145 W. Broad Street, at which time they will be publicly opened and read aloud in the Training Room.

Technical question regarding the scope of services should be directed to Patty Bock, Economic Development Director, at the City of Spartanburg at 864-596-2972.

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg  
P.O. Box 5107  
145 W. Broad Street  
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at [www.cityofspartanburg.org](http://www.cityofspartanburg.org) by following the links for Invitations for bids.

**REQUEST FOR PROPOSALS  
FOR ACQUISITION AND DEVELOPMENT 2.32 ACRE SITE  
IN DOWNTOWN SPARTANBURG**

**1. INTRODUCTION**

The City of Spartanburg, SC (City) is seeking proposals from qualified firms for the acquisition and development of approximately 2.32 contiguous acres on South Daniel Morgan Avenue in Spartanburg, South Carolina. The site is in close proximity to the downtown and the historic Hampton Heights residential neighborhood. The City intends to sell the property under a development agreement to a developer which can design and develop the property for use that is compatible with the surrounding neighborhood and the recent developments occurring in downtown.

**2. BACKGROUND AND SITE INFORMATION**

The site is located at the southwest portion of the downtown and is composed of approximately 2.32 acres and further identified as Spartanburg Tax Map Number 7-12-14-125.00. According to documents this property was part of a large area known as "Twitty's Grove" which frequently hosted large community gatherings and political rallies during the 19th century. By the early 1900s, much of it had been subdivided into small lots with houses for African American laborers. Housing was no longer present on this lot by 1970 and the city has owned the property for most of the past forty years. The property is adjacent to the City's oldest neighborhood, Hampton Heights. This Historic District is listed in the National Register of Historic Places and has made a remarkable comeback with historic renovation projects that have restored the neighborhood to its former splendor and it is a tight knit and diverse community. To the west of the property is a light industrial district as well as the Highland Neighborhood. The Highland Neighborhood recently began a 12 month planning process and with the city and other partnerships, the residents will implement transformational neighborhood change. Both of these areas lie within an Opportunity Zone (see [http://www.cityofspartanburg.org/cms\\_assets/Economic\\_Development/OZ%20-%20Highland%20Neighborhood%20Zone.pdf](http://www.cityofspartanburg.org/cms_assets/Economic_Development/OZ%20-%20Highland%20Neighborhood%20Zone.pdf)) and the city is optimistic that the recent influx of public and private investments and growth that the city has enjoyed will extend to these areas and encourage additional investment along the South Daniel Morgan corridor. The property is within a 6 minute walk to Morgan Square in downtown Spartanburg.

The property is zoned LOD (Limited Office District) and though the site is not located within the Downtown Code, the city encourages proposals that are consistent with the primary aims described in its Downtown Code

[http://www.cityofspartanburg.org/cms\\_assets/Planning/Urban%20Code%202016.pdf](http://www.cityofspartanburg.org/cms_assets/Planning/Urban%20Code%202016.pdf)), and its

Master Plan

[http://www.cityofspartanburg.org/cms\\_assets/Planning/Downtown%20Master%20Plan.pdf](http://www.cityofspartanburg.org/cms_assets/Planning/Downtown%20Master%20Plan.pdf).

The City is open to proposals that foster developments with options available for community members of all income levels. The city further encourages creative strategies for residential or commercial or a mix that utilizes designs compatible and complimentary to the surrounding neighborhood.

The City of Spartanburg will convey the property “as is” to the successful bidder and, aside from items specified below, will not conduct any additional investigation. The developer bears the sole responsibility for obtaining all permits, use, and Planning Commission approvals. The City reserves the right to convey with deed restrictions to insure the goals of the City are met.

**City of Spartanburg Request for Proposals**

**City owned Land Tax Map Number 7-12-14-125.00**



Additional information about the site can be accessed at City of Spartanburg's Procurement Website: [Procurement Website Link](#).

### **3. STRUCTURE OF THE TRANSACTION**

There will be no minimum purchase price set by the City for the site. However, the bidder is to provide land cost and to justify the cost in the Project Summary.

The City of Spartanburg makes no warranties as to location, capacity, or condition of utility services to the Parcel. Any replacements, repairs, modifications, or upgrades to existing utility services or installation of new equipment or facilities (either on or off the parcel) will be the sole responsibility of the selected developer. The successful bidder under this RFP will be required to provide a Certificate of Insurance with limits acceptable to and approved by the City of Spartanburg's Risk Manager prior to commencing work.

The City of Spartanburg, as the current property owner of record, makes no further warranties as to prior title status of the property indicated in this Request for Proposals. The City will provide title notes, if any, to the developer's attorney. At closing, the developer is to provide a title insurance binder. The City will not transfer property until all legal action necessary to obtain title insurance is completed.

In compliance with the City of Spartanburg Code of Ordinances, any company or person conducting business with, or on behalf of, the City must possess a City business license.

The developer must be willing to enter into a development agreement outlining the terms and conditions under this RFP. If the property is not developed within the time period as indicated in the development agreement, the City of Spartanburg reserves the right to re-acquire the property.

The sale of all city-owned property must be approved by Spartanburg City Council and will have public input. Upon approval, a city ordinance will be passed transitioning ownership to the successful developer with a development agreement.

### **4. PROPOSAL REQUIREMENTS**

RESPONSE TO THIS REQUEST FOR QUALIFICATIONS MUST INCLUDE THE FOLLOWING: Those firms interested in providing professional services for this project must Deliver one original, 2 printed copies, and a flash drive with one PDF document (with blank or clearly identified pages as tabs) to include the items specifically enumerated in section A.2.

## **A. Proposal Development**

The proposal format requirements were developed to aid Offerors in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted. The submission should contain the substantive information described below and conform to the following format:

1. Transmittal Letter – A transmittal letter must be submitted with the proposal which shall include:
  - a. RFP subject and Bid number;
  - b. Name of firm responding, including mailing address, e-mail address, telephone number, and name of contact person or persons;
  - c. Name of the person or persons authorized to make representations on behalf of the consultant, binding the firm to a contract.
2. Project Summary – A written narrative of the proposed development. This narrative should describe in sufficient detail the overall scope of the project. The summary should include the following:
  - a. Land costs and assumptions made to justify the costs;
  - b. Identification of all anticipated public and/or private partnership arrangements;
  - c. The expected role of the City of Spartanburg in the project;
  - d. The envisioned number, size, and anticipated price point for all components of the development;
  - e. A development budget (sources and uses); and
  - f. Timeframe for property closing, along with the name(s) of attorneys and title insurance company to be used.
3. Qualifications – A description of your organization’s experience in similar developments. This description should include:
  - a. Names and locations of similar projects;
  - b. Information regarding members of the development team and their qualifications.
4. Financial Responsibility – A description of your organization’s financial capability. This description should include:
  - a. The two (2) most recent audited financial statements or a certified statement of Revenues and Expenses. (If there are none available for the organization, a Partner/Member statement for each partner should be provided.)
  - b. For non-profit organizations, proof of approval of financial statements by the organization’s board of directors is also required.
  - c. Sources and uses of funds statement;
  - d. Pro forma;
  - e. Operating budget.
5. Timetable – Provide a schedule for construction and other development activities.

6. Architectural Submissions – Submit a conceptual plan for the site, drawn to scale. The plan must address the following:
  - a. Proposed structures with dimensions, horizontal, vertical, and ground elevations;
  - b. Propose amenities;
  - c. Site boundaries;
  - d. Site dimensions;
  - e. Proposed setbacks, side yards, back yards, and parking areas with dimensions;
  - f. Proposed materials to be used for parking or other impervious surfaces

Include any additional information regarding design and other amenities relating to parcel improvements. The project must ultimately be approved by the City’s Planning Commission per the Code of the City of Spartanburg.

7. Completed Forms – The proposal format is to be completed, including the following Exhibits:
  - a. Exhibit A – Contractors and Subcontractors Form
  - b. Exhibit B – Experience/References
  - c. Exhibit C – Immigration Reform Act
  - d. Exhibit D – Insurance Requirements
  - e. Exhibit E – Authority to Execute Contract
  - f. Exhibit F – Affidavit of Non-Collusion
  - g. Exhibit G – MWBE Participation

Address all information requested. If the answer is “None” or “Not applicable”, please indicate.

## **5. SELECTION PROCESS AND PROPOSAL EVALUATION**

A selection committee composed of City of Spartanburg employees and a member of the Hampton Heights neighborhood to review and evaluate the proposals based on the criteria listed below. The selection committee members shall complete evaluation forms given consideration to information provided in the proposals. The City shall have the right to designate a “short list” of qualified proposer’s based on the initial evaluation scores. These vendors will be considered “finalist” and may then be requested to appear before the Selection Committee for oral and visual presentations as applicable. Final selection will be made subsequent to such meetings, if held.

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
<b>Design and Quality</b> – Overall design quality of the plan. Compatibility and relationship with existing nearby neighborhoods and surrounding properties. Quality of amenities and ability of the project to enhance the future developments.	25
<b>Strategic Enhancement of Downtown Spartanburg</b> – The degree to which the proposal brings desirable new components to the offerings available for those considering living or working in Downtown Spartanburg. The project should demonstrate feasibility for the proposed uses(s) and be designed to generate continued economic development of the area.	25
<b>Financial Capability and Readiness to Proceed</b> – The strength of the developer and any other key participants must clearly demonstrate the financial ability to act on this opportunity in a timely manner as to further enhance future development of surrounding commercial and residential neighborhoods. The value of the investment and the value the City will realized the amount of time necessary for the City to realize this value.	25
<b>Qualifications Experience and References</b> – The developer must demonstrate a successful track record of experience in similar endeavors.	20
<b>Minority- and Women-Owned Business (MWBE) Participation</b> – The City encourages the participation and inclusion of Minority and Women-Owned Businesses.	5
<b>Total Maximum Points</b>	<b>100</b>



## **6. POINT OF CONTACT**

Respondents to this RFP are specifically directed not to contact any City staff member other than the contacts indicated below. It is suggested that you send a single email inquiry if there are multiple questions concerning the scope of professional services required.

Patty H. Bock, SCCED  
Economic Development Director, City of Spartanburg  
Phone: (864) 596-2972  
Email: [pbock@cityofspartanburg.org](mailto:pbock@cityofspartanburg.org)

## **7. LIST OF EXHIBITS AND ATTACHMENTS**

1. Exhibit A – Contractors and Subcontractors Form
2. Exhibit B – Experience/References
3. Exhibit C – Immigration Reform Act
4. Exhibit D – Insurance Requirements
5. Exhibit E – Authority to Execute Contract
6. Exhibit F – Affidavit of Non-Collusion
7. Exhibit G – MWBE Participation
8. Exhibit H – Site Map

**EXHIBIT A**

**CONTRACTOR**

I certify that I own sufficient equipment/resources to complete this project. Also below are sub-contractors that will work on this project.

---

Company Name

---

Contractor/Owner Signature

Date

**SUBCONTRACTORS**

---

Company Name

Owner / Agent / Contact

---

Address

City / State / Zip

---

Federal ID No. or SS

---

Email Address

Office Phone Number

---

Cell Phone Number

---

---

Company Name

Owner / Agent / Contact

---

Address

City / State / Zip

---

Federal ID No. or SS

---

Email Address

Office Phone Number

---

Cell Phone Number

**Make Additional copies if necessary.**

**EXHIBIT B**

**Contractor References**

**List only references you have completed work for in the last twelve months.**

Company Name: _____ Street _____ City, State, _____	Federal ID or SS# _____ Telephone #: _____ Fax #: _____
Company Name: _____ Street _____ City, State, Zip: _____	Federal ID or SS# _____ Telephone #: _____ Fax #: _____
Company _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS# _____ Telephone #: _____ Fax #: _____
Company _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS# _____ Telephone #: _____ Fax #: _____
Company _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS# _____ Telephone #: _____ Fax #: _____
Company _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS# _____ Telephone #: _____ Fax #: _____

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Contractor/Owner Signature** **Date**

**EXHIBIT C**

**Immigration Reform Act:**  
Read and Sign

Contractor agrees to verify the hiring eligibility of its employees as required under South Carolina's Eligible Immigration Reform Act, S.C. Code Ann., § 41-8-10, et seq. by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employ only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as those in South Carolina. Contractor certifies that it will comply with the Statute in its entirety and agrees to provide the Owner with documentation to establish applicability of the Statute to the Contractor and compliance by same.

I \_\_\_\_\_  
Contractors Name

**certifies that it is compliant with the South Carolina Eligible Immigration Reform Act by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employing only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state which has been deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as South Carolina. By the signature below, the Contractor (Subcontractor, etc.) agrees to provide the City with documentation to establish the applicability of the Statute to the Contractor and by the signature below, certifies that it is compliant with the Statute with all regards. This certification and the requirements of this Statute require that the Contractor verify the hiring eligibility of its employees before and during the Project.**

\_\_\_\_\_  
Name of Contractor (Subcontractor, etc.)

\_\_\_\_\_  
Contractors Signature

\_\_\_\_\_  
Date

**EXHIBIT D**  
**Insurance Requirements**  
Awarded Developer will provide COI

**CITY OF SPARTANBURG**  
**INSURANCE REQUIREMENTS FOR CONTRACTORS AND VENDORS**  
*Revised July 1, 2016*

**NOTE: DO NOT BID ON THIS PROJECT IF YOU CANNOT MEET THE FOLLOWING**  
**INSURANCE REQUIREMENTS**

**CONTRACTOR'S/VENDORS LIABILITY AND OTHER INSURANCE:** The Contractor/Vendor shall purchase and maintain with a company acceptable to the City and authorized to do business in the State of South Carolina, such insurance as will protect him from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees, including claims insured by usual bodily injury liability coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting therefrom - any or all of which may arise out of or result from the Contractor/Vendor operation under the contract documents, whether such operations be by himself or any subcontractor or anyone directly or indirectly employed/volunteering by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than the limits of liability specified below, or required by law.

**Automobile Liability:** The amounts of such insurance shall not be less than: **Combined Single Limit - \$1,000,000; Split Limits: Bodily injury per person - \$500,000; Bodily Injury per Occurrence - \$1,000,000; and Property Damage - \$500,000**

**Commercial General Liability:** The amounts of such insurance shall not be less than: **Each Occurrence - \$1,000,000; Damage to Rented Premises - \$100,000; Med Expenses (per person) \$5,000; Personal & Advertising Injury - \$1,000,000; General Aggregate - \$2,000,000; and Products Completed Operations Aggregate - \$2,000,000.** This coverage shall be on an "Occurrence" basis. Coverage shall include Premises and Operations; Products and Completed Operations; Medical Expense in reference to General Liability, and Contractual Liability. Bodily injury and property damage liability shall protect the Contractor and any subcontractor performing work under this contract from claims of bodily injury, Personal & Advertising injury, and property damage which could arise from operations of this contract whether such operations are performed by the Contractor, any subcontractor or anyone directly or indirectly employed by either.

This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability assumed under the indemnity provision of this contract and broad form property damage, explosion, collapse and underground utility damage stating if policy is written on an occurrence basis. Any policy written on a claim made basis must be approved by the City of Spartanburg in advance.

**Property Insurance including Builders Risks-**Property coverage will name the City of Spartanburg as loss payee in instances where the City has an interest in the property unless otherwise requested.

**Workers' Compensation and Employer's Liability** – This coverage shall meet the **STATUTORY requirement of the State of South Carolina**. Employers Liability shall be in the amount of \$500,000 each accident and disease - each employee and \$500,000 disease - policy limit. Sole Proprietors, Partners, Members of LLC and Corporate officers will not be excluded from coverage.

**Employers Liability:** Each Accident - \$1,000,000; Disease each employee - \$1,000,000; Disease Policy Limit - \$1,000,000

- This is part of Workers' Compensation coverage

**Umbrella Liability: Each Occurrence – TBD; Aggregate – TBD**

This coverage should be required for high hazard operations including excavation, roofing, water tower installation, painting, repair and removal, large construction projects. Should also consider for certain high hazard special event activities such as fireworks displays, inflatables, mechanical rides, etc.

**Professional Liability: Per Occurrence - \$1,000,000; Aggregate - \$1,000,000**

This coverage should be required for professional services such as accountant, attorneys, architects, design, engineering and most consultants.

*The Contractor/Vendor shall provide the City with insurance certificates certifying that the foregoing insurance is in force; and such insurance certificates shall include provisions that the insurance shall not be cancelled, allowed to expire or be materially changed without giving the City thirty (30) days advance notice by registered mail.*

**The City of Spartanburg, its employees, and agents shall be named as additional insured under the Contractor/Vendor's general liability policies.**

*The Contractor is advised that if any part of the work under the contract is sublet, he shall require the subcontractor(s) to carry insurance as required above. However, this will in no way relieve the Contractor/Vendor from providing full insurance coverage on all phases of the project/event, including any that is sublet.*

*When certain work is to be performed inside right-of-way owned by railroads, South Carolina Department of Transportation or other Agencies, both the Contractor and any subcontractor may be required to furnish individual insurance certificates made in favor by the controlling agency, with limits as established by that agency.*

*Cancellation and Re-issuance of Insurance: If any insurance required to be provided by the Contractor should be canceled or changed by the insurance company or should any such insurance expire during the period of this contract, the Contractor shall be responsible for securing other acceptable insurance to provide continuous coverage during the life of this contract.*

*Failure of the Contractor/Vendor to maintain continuous coverage as specified herein will result in this project/event being shut down and any payments due, or to become due, withheld until such time as adequate, acceptable insurance is restored. This would be in addition to any legal recourse open to the City under breach of contract.*

*All coverage's and provisions shall be in place, and documentation of such coverage shall be provided to the City of Spartanburg, before any work can began.*

\*\*All emailed Certificates of Insurance can be forwarded to:

[kbooker@cityofspartanburg.org](mailto:kbooker@cityofspartanburg.org)

\*\* All Certificate of Insurance submitted via postal mail can be sent to:

City of Spartanburg  
145 W. Broad St.  
Spartanburg, SC 29306  
Attn: Kenneth Booker

**EXHIBIT E**  
**Sample of Corporate / Company Resolution**

**A RESOLUTION**

FOR THE PURPOSE OF AUTHORIZING \_\_\_\_\_ TO EXECUTE AN CONTRACT WITH SPARTANBURG CITY

**WHEREAS,** \_\_\_\_\_ will or has submitted a bid/proposal to Spartanburg City of Spartanburg for the purpose of providing goods or services; and

**WHEREAS,** \_\_\_\_\_ may be or has been awarded a contract to provide good or services to Spartanburg City of Spartanburg ; and

**WHEREAS,** \_\_\_\_\_ Type of Organization is :

Check the applicable box):

- Sole Proprietorship
- Partnership
- Corporate entity (not tax-exempt)
- Corporate entity (tax-exempt)
- Government entity (Federal, State or Local)
- Other \_\_\_\_\_

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors (or other appropriate governing body) of \_\_\_\_\_ does hereby approve and authorize \_\_\_\_\_ (Name of Individual) to execute a contract with Spartanburg City of Spartanburg in an amount not to exceed \$\_\_\_\_\_.

**ADOPTED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**NAME OF ORGANIZATION [ \_\_\_\_\_ ]**

ATTESTED

\_\_\_\_\_

By: \_\_\_\_\_ (signature)

\_\_\_\_\_ (printed name)

Title: \_\_\_\_\_



**EXHIBIT F**  
**AFFIDAVIT OF NON-COLLUSION**

I state that I am \_\_\_\_\_ (title) of \_\_\_\_\_  
(name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners,  
directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this  
Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at **independently and** without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) \_\_\_\_\_ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that \_\_\_\_\_ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on **by the City of Spartanburg** in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **City of Spartanburg** of the true facts relating to the submission of Offers for this contract.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Name of Company/Position)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary

My Commission Expires: \_\_\_\_\_

**EXHIBIT G**  
**GOOD FAITH DOCCUMENTATION MUST ACCOMPANY THE BID DOCUMENT**

City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award. Each proposer shall attest that they engaged in good faith efforts in an endeavor to achieve the City's M/WBE goal of 10%.

Any questions or any assistance please contact Mrs. Natasha Pitts.

Contact Information

Phone 864-596-3449

Email [npitts@cityofspartanburg.org](mailto:npitts@cityofspartanburg.org)

**INTENT TO PERFORM CONTRACT WITH OWN WORKFORCE**

I HERBY CERTIFY THAT IT IS OUR INTENT TO PERFORM 100% OF THE WORK REQUIRED FOR THE ABOVE PROJECT. IN MAKING THIS CERTIFICATION, THE BIDDER STATES THAT THE BIDDER DOES NOT CUSTOMARILY SUBCONTRACT ELEMENTS OF THIS TYPE OF PROJECT, AND NORMALLY PERFORMS AND HAS THE CAPACITY TO PERFORM AND WILL PERFORM **ALL ELEMENTS OF THE WORK** PROJECT WITH HIS/HER OWN CURRENT WORK FORCES; AND IF THE BIDDER DOES NOT PERFORM 100% OF THE WORK REQUIRED, THE BIDDER WILL PROVIDE A LIST OF SUBCONTRACTORS

THE BIDDER AGREES TO PROVIDE ANY INFORMATION OR DOCUMENTATION TO THE CITY OF SPARTANBURG IN SUPPORT OF THE ABOVE STATEMENT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE OR SHE HAS READ THIS DOCUMENTATION AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENTS HEREIN SET FORTH.

The listing of an MWBE shall constitute a representation by the bidder/responder to City of Spartanburg that such MWBE has been contacted and properly appraised of the upcoming City of Spartanburg project. Bidders/Responders are advised that the information contained herein is subject to verification by the Minority & Women Business Enterprise Program Coordinator and that submission of said information is an assertion of its accuracy. These documents are a part of this solicitation and contract. You are required to fill out this information.

I certify that the above information is true to the best of my knowledge:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

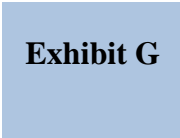
Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Signature \_\_\_\_\_

Notary Seal

THIS DOCUMENT MUST BE PROVIDED WITH THE SUBMITTAL AND SIGNED BY THE PERSON SIGNING THE SUBMITTAL



**MWBE Good Faith Effort Participation Commitment Contract**

This form should be filled out completely and **included in your bid document**. This form should also be accompanied by an executed Letter of Intent from each Sub-Contractor firm listed in this form. You may use additional sheets if necessary.

<b>BID NO:</b>	<b>DATE:</b>
<b>PROJECT NAME:</b>	<b>ADDRESS:</b>
<b>PRIME CONTRACTOR:</b>	<b>CITY:</b> _____ <b>STATE:</b> _____
<b>CONTACT PERSON:</b>	<b>EMAIL:</b>
<b>TELEPHONE: (     )     )</b>	<b>FAX: (     )     )</b>

**MWBE SUBCONTRACTORS**

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
Total MWBE Participation						\$	%
Total Contract Amount						\$	%

**MWBE CLASSIFICATION**  
 MBE-B - African American    MBE-S - Asian American    MBE-H - Hispanic  
 American WBE - American Woman    MBE N/A - Native American

**NON-MWBE SUBCONTRACTORS**

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
Total Non-MWBE Participation						\$	%
Total Contract Amount						\$	%