CITY OF DALLAS
Business Inclusion and Development Affidavit

It is the policy of the City of Dallas to involve qualified Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement and professional services contracts. The City and its contractors shall not discriminate on the basis of race, age, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas contracts.

M/WBE Participation Goals
The BID Plan establishes subcontracting goals and requirements for all prospective bidders to ensure a reasonable degree of M/WBE meaningful business inclusion and participation in City contracts. It is the goal of the City of Dallas that a certain percentage of work under each contract be executed by one or more M/WBEs. For the purpose of participation percentages, the City of Dallas does not include amounts paid to the prime by the sub contractor.

On May 14, 1997 the City Council adopted the following M/WBE participation goals without consideration for a specific ethnicity or gender (Resolution Number 97-1605):

<table>
<thead>
<tr>
<th>Construction</th>
<th>Architectural &amp; Engineering</th>
<th>Other Professional</th>
<th>Other Services</th>
<th>Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.00%</td>
<td>25.66%</td>
<td>36.30%</td>
<td>23.80%</td>
<td>18.00%</td>
</tr>
</tbody>
</table>

The apparent low bidder/most advantageous proposer shall agree to meet the established goals or must demonstrate and document a "good faith effort" to include M/WBEs in subcontracting opportunities. The apparent low bidder/most advantageous proposer who fails to adequately document good faith efforts to subcontract or purchase significant material supplies from M/WBEs may be denied award of the contract by the City based on the contractor's failure to be a "responsive" or "responsible" bidder.

By signing below, I agree to provide the City of Dallas, Business Development & Procurement Services department with a completed copy of all required forms provided within the Business Inclusion and Development document package. I understand that, for the purpose of M/WBE subcontracting participation, any amounts paid to the prime from the sub contractor should not be included in the above listed participation amount. Finally, I understand that if I fail to provide all of the required documents within five (5) business days after notification, my bid may be deemed "non-responsive" and I may be denied award of the contract.

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

Bid Number: ____________________________ Company Name: ____________________________

Typed or Printed Name of Certifying Official of Company ____________________________

Date ____________________________

Signature of Certifying Official of Company ____________________________

Title ____________________________
CITY OF DALLAS
CONTRACTOR’S AFFIDAVIT
SCHEDULE OF WORK AND ACTUAL PAYMENT FORM

Project Name: ___________________________  Bid/Contract #: ___________________________

Instructions:

Column 1: List type of work to be performed by Prime and 1st tier subcontractors.

Column 2: City of Dallas Vendor Number for Prime and Subcontractors/Suppliers (If none, register
online: www.bids.dallascityhall.org). ALL Prime and Subcontractors/Suppliers must be
registered with the City of Dallas.

Column 3: List name of firm; M/WBE Certification Number (If applicable).

Column 4: List firm(s); contact name; address; telephone number.

Column 5: List ethnicity of firm(s) owner as B=African American; H=Hispanic; I=Asian Indian;
N=Native American; P=Asian Pacific; W=Women; NON=other than M/WBE.

Column 6: Indicate firm’s location as L=local (within Dallas County limits);
N=Non-local (Outside Dallas County limits).

Column 7: Indicate dollar amount of value of work for the Prime contractor, subcontractors,
and suppliers.

Column 8: Indicate percentage of total contract amount.

Column 9: Indicate total payments to date.

Column 10: Indicate payments during current pay period.

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>City of Dallas Vendor Number</th>
<th>Name of Firm &amp; M/WBE Certification (If Applicable)</th>
<th>Contact Name</th>
<th>Address, City, State, Zip &amp; Tel. Number</th>
<th>Type of Firm</th>
<th>L or N</th>
<th>Value of Work ($)</th>
<th>Percent (%)</th>
<th>Payments to Date ($)</th>
<th>Payment this Period ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:
The undersigned intends to enter into a formal agreement with the subcontractors listed, conditioned upon being awarded the City of Dallas contract. If any changes are made to this list, the Prime contractor must submit to the City for approval a revised schedule with documented explanations for the changes. Failure to comply with this provision could result in termination of the contract, sanctions against the Prime contractor, and/or ineligibility for future City contracts.

Officer's Signature: ________________________________
Printed Name: ________________________________
Company Name: ________________________________

Title: ______________________________________
Date: ________________________________

Rev. 3 - 3/8/12
Doc#BDPS-FRM-213
Page 2 of 2
TO: City of Dallas  
Business Development & Procurement Services  

DATE: ____________________________  

Project Name: ____________________________  
Bid # ____________________________  

will provide the following 

M/WBE Subcontractor on the project 

good(s)/service(s): ____________________________  

to ____________________________  
Prime Contractor on the project 

MWBE subcontractor is currently certified by the following agency: ____________________________  

M/WBE Certification Number:  

Certification must be kept current/valid for the entire duration of this contract. Failure to comply with this provision could be subject to removal from contract.  

For the purpose of M/WBE subcontracting participation, the City of Dallas does not include amounts paid to the prime by the subcontractor.  

Total Contract Amount for prime $ ____________________________  

MWBE/DBE Sub Participation Amount $ ____________________________ 

The undersigned intends to enter into a formal agreement with the subcontractor listed, conditioned upon being awarded the City of Dallas contract. The undersigned understands that, for the purpose of M/WBE subcontracting participation, any amounts paid to the prime from the subcontractor should not be included in the above listed participation amount. Finally, before any subcontractor changes are made, the prime contractor must submit to the Business Inclusion and Development Group for approval, a Change of M/WBE subcontractor/supplier form prior to any changes. Failure to comply with these provisions could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future City contracts.  

Officer’s Signature (Prime Contractor)  

Printed Name (Prime Contractor)  

Title (Prime Contractor)  

Date  

Officer’s Signature (M/WBE/DBE Subcontractor)  

Printed Name (M/WBE/DBE Subcontractor)  

Title (M/WBE/DBE Subcontractor)  

Date  

Please select or list all Chambers or Advocacy groups you are a member of:  

Greater Dallas Asian American Chamber of Commerce [ ] [ ] [ ]  
Greater Dallas Black Chamber of Commerce [ ] [ ] [ ]  
Greater Dallas Hispanic Chamber of Commerce [ ] [ ] [ ]  
U.S. Pan Asian American Chamber of Commerce [ ] [ ] [ ]  

Asian Contractors Association [ ] [ ] [ ]  
Regional Black Contractors Association [ ] [ ] [ ]  
Regional Hispanic Contractors Association [ ] [ ] [ ]  

Other  

Rev.5 – 03/11/16  
Doc#BDPS-FRM-214
CITY OF DALLAS
ETHNIC WORKFORCE COMPOSITION REPORT

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the “Enter” key.)

Company name: 
Address: 
Bid #: 
Telephone Number: Ext. 
Email Address: 

Please complete the following sections based on the ethnic composition of the (location) entity which is listed on the signature page, form BDPS-FRM-116.

<table>
<thead>
<tr>
<th>Employee Classification</th>
<th>Total No. Employees</th>
<th>White</th>
<th>Black</th>
<th>Hispanic</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Administrative/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managerial</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Clerical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skilled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semiskilled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unskilled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seasonal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Officer’s Signature: 
Title: 
Typed or Printed Name: 
Date: 

Rev. 2 – 6/4/12
Doc#BDPS-FRM-204
1. Did you meet with a staff member of Business Development and Procurement Services (BDPS)?
   Please make a selection: Name of staff member: ____________________________

2. Did you utilize a current M/WBE directory from the City’s BDPS ResourceLINK Team for this project?
   Please make a selection: Date of Listing: ____________________________

3. Did you provide plans and specifications, bids or proposals to potential M/WBEs or information regarding the location of plans and specifications, bids, or proposals for this project?
   Please make a selection:

4. If M/WBE bids and proposals were received and rejected, you must attach documentation of the received bid and the reason for rejection? (i.e. letters, memos, telephone calls, meetings, etc.)

5. Complete the attached Documentation Form(s) to further explain good faith efforts to obtain M/WBE participation on this project. If there is written documentation of efforts with the M/WBEs who responded affirmatively to the bidder’s written notice please attach documentation (i.e. quotes, or e-mails).
CITY OF DALLAS  
Business Inclusion and Development Documentation Form

(Note: Please use the Tab button, arrows or mouse to move from one section to the next. Please DO NOT use the “Enter” key.)

<table>
<thead>
<tr>
<th>Project Name #:</th>
<th>Bid #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name and M/WBE Certification Number</td>
<td>Person Contacted and Date</td>
</tr>
<tr>
<td>Telephone Number and Email Address</td>
<td>Type of Work</td>
</tr>
<tr>
<td>Method of Communication (Telephone/Email)</td>
<td>Response</td>
</tr>
</tbody>
</table>

Please use the form(s) below if additional space is needed. **Intentional misrepresentation could result in criminal prosecution.**

Officer’s Signature: __________________________ Title: __________ Date: __________

Printed Name: __________________________ Date: __________
CITY OF DALLAS  
Business Inclusion and Development Documentation Form  
(Note: Please use the Tab button, arrows or mouse to move from one section to the next. Please DO NOT use the “Enter” key.)

Project Name & Bid/Contract #: __________________________________________ #:

<table>
<thead>
<tr>
<th>Firm Name and M/WBE Certification Number</th>
<th>Person Contacted and Date</th>
<th>Telephone Number and Email Address</th>
<th>Type of Work</th>
<th>Method of Communication (Telephone/Email)</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use the form below if additional space is needed. **Intentional misrepresentation could result in criminal prosecution.**

Officer’s Signature: ____________________________ Title: ____________________________ Date: ____________________________

Printed Name: ____________________________________________ Date: ____________________________

Rev. 1 - 1/29/10  
Doc#BDPS-FRM-215  
Page 3 of 3
CITY OF DALLAS
CHANGE OF M/WBE SUBCONTRACTOR/SUPPLIER FORM

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the “Enter” key.)

Prime Contractor: __________________ Officer’s Signature: __________________

Address: ___________________________ Telephone: ___-___ Ext. __________________

Project Name: ______________________ Bid #: _______ Date: ____________

Project Manager Approval: __________________________

BID Compliance Approval: __________________________

Current Subcontractor: __________________________ Certification #: __________________

Scope of Work: ___________________________

Please indicate reason for change by checking one or more of the following boxes:

☐ Increase or Decrease in the Scope of Work
☐ Poor performance by the subcontractor, sub-consultant, vendor, or supplier
☐ Subcontractor is unable or unwilling to perform the work
☐ Subcontractor does not have the equipment or workforce to perform the work
☐ Other (please explain): __________________________

Date Subcontractor Notified of Change: _________________

Representative that notified Subcontractor: __________________________

<table>
<thead>
<tr>
<th>Original Amount ($)</th>
<th>% of Total</th>
<th>Revised Amount ($)</th>
<th>% of Change</th>
<th>Net Effect on Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next steps:

1. E-mail this completed form prior to execution of any changes to City of Dallas Business Inclusion and Development Staff at gfe@dallascityhall.com and Project manager for their signature and final approval.

   Failure to comply with this provision could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future City contracts.