



## MBE/WBE/SBE Bid Opportunity List

Please furnish the following subcontracting information for ALL bidders/quoters/proposers.  
This information must also be included in your bid or proposal package.

Prime Contractor/Consultant: \_\_\_\_\_

Bid/Proposal/Task Number: \_\_\_\_\_

Bid/Proposal/Task Name: \_\_\_\_\_

The Birmingham Airport Authority (BHM) is committed to providing all Alabama businesses a fair opportunity to participate in its contracts. BHM encourages the inclusion of Minority, Women-Owned, and Small Business Enterprises (MBE/WBE/SBE) in both prime and subcontracting roles. An SBE is a for-profit business that is independently owned, not dominant in its field, and meets size standards based on revenue or employees. BHM aims to remove barriers that limit small business participation.

### Prime Contractor/Consultant

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

State & Zip Code \_\_\_\_\_

Firm Status ☐ Non-DBE

Gender

☐ DBE ☐ ACDBE

☐ Female

☐ SBE ☐ MBE/WBE

☐ Male

Firm's Age \_\_\_\_\_

Annual Gross Receipts

☐ Less than \$1 million

☐ Between \$1 - \$3 million

☐ Between \$3 - \$6 million

☐ Between \$6 - \$10 million

☐ Greater than \$10 million

Ethnicity

☐ Asian Pacific American

☐ Black American

☐ Hispanic America

☐ Native America

☐ Subcontinental Asian America

☐ Other

### Subcontracts/Consultant

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

State & Zip Code \_\_\_\_\_

NACIS Code(s): \_\_\_\_\_

Work Preformed on contract:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Firm's Age \_\_\_\_\_

Annual Gross Receipts

☐ Less than \$1 million

☐ Between \$1 - \$3 million

☐ Between \$3 - \$6 million

☐ Between \$6 - \$10 million

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Firm Status ☐ Non-DBE

☐ DBE ☐ ACDBE

☐ SBE ☐ MBE/WBE

Gender / Ethnicity

☐ Female

☐ Male

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☐ Native America

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☐ Other

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\_\_\_\_\_  
\_\_\_\_\_

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Address \_\_\_\_\_

State & Zip Code \_\_\_\_\_

NACIS Code(s): \_\_\_\_\_

Work Performed on contract:

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## Birmingham Airport Authority

### Birmingham Airport Authority – Subcontractor Letter of Intent

This form documents the intent of a bidder/offeror to utilize a subcontractor or supplier for specific work or services related to a BAA project. It also captures the subcontractor's acknowledgment and agreement to perform the work.  
(To be completed for each subcontractor or supplier proposed in the response to an RFP or RFQ)

<b>Solicitation Number:</b>	<b>Project Title:</b>
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**Bidder/Offeror Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

**Subcontractor/Supplier Name:** \_\_\_\_\_

Check one:

ACDBE	MBE	Address: _____	City: _____	State: ____	Zip: _____	Phone: _____
DBE	WBE	Authorized Representative: _____				
SBE	None					

- A. This Letter of Intent confirms the agreement between the bidder/offeror and the subcontractor or supplier listed above to participate in the project identified in this solicitation.
- B. By signing below, the bidder/offeror agrees to retain the subcontractor/supplier to perform the scope of work described in this form, contingent upon award of the prime contract.
- C. By signing below, the subcontractor/supplier confirms its intent to perform the described work if the prime contract is awarded to the bidder/offeror.
- D. If the subcontractor/supplier is certified as a DBE, ACDBE, MBE, WBE, or SBE and any portion of the work described is further subcontracted, that portion must be subcontracted to another firm with the same certification in order for the bidder/offeror to receive credit toward applicable participation goals.

Work to be performed by Subcontractor/Supplier			
Description	NAICS <sup>*</sup>	Contract Amount <sup>†</sup>	Percentage of Total Project Value

**AFFIRMATION:** I hereby affirm that the information above is true and correct.

**Bidder/Offeror Authorized Representative**

_____ (Signature)	_____ (Title)	_____ (Date)
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**Subcontractor/Supplier Authorized Representative**

_____ (Signature)	_____ (Title)	_____ (Date)
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<sup>\*</sup> Visit <http://www.census.gov/eos/www/naics/> to search. Match type of work with NAICS code as closely as possible.

<sup>†</sup> To be provided only when the solicitation requires that bidder/offer include a dollar amount in its bid-offer.

### **GOOD FAITH EFFORT**

(Must be submitted with bids/proposals NOT meeting the MBE/WBE goals or requesting full or partial waiver)

Pursuant to the requirements for bidders under the MBE/WBE Program, and in consideration of the privilege to submit bids/proposals funded, in whole or in part, by the Birmingham Airport Authority (BAA),

I/We, (\_\_\_\_\_), (\_\_\_\_\_) of (\_\_\_\_\_)   
 Name(s) of Person(s) Signing Below Title(s) Company Name

attest that I/We have exercised the following good faith efforts in addition to my/our regular and customary solicitation process: (Check ALL that apply and complete as indicated)

- ☐ I/We are requesting a FULL/PARTIAL WAIVER of the MBE ☐ WBE ☐ Participation Goal for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_
- ☐ I/We have contacted BAA or website to obtain a list of MBE/WBEs appropriate to the bid/proposal.
- ☐ I/We delivered written notice to available registered MBE/WBEs for each potential subcontracting or supply category in the contract AND all potential subcontractors or vendors which requested information on the contract. **(MUST SUBMIT/ATTACH PROOF)**
- ☐ I/We have provided all potential subcontractors or vendors with adequate information as to plans, specifications, relevant terms and conditions of the contract, bonding requirements, and the last date and time for receipt of price quotations. **(MUST SUBMIT/ATTACH PROOF)**
- ☐ I/We have attended the pre-bid/proposal conference.
- ☐ I/We have **provided a written explanation for rejection of any potential** MBE/WBE subcontractor or vendor to BAA. When the MBE/WBE subcontractor rejection is due to unreasonably high pricing, I/We have provided supporting documentation.
- ☐ I/We have actively solicited, through sending letters, emails or initiating personal contact, MBE/WBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration. **(MUST SUBMIT/ATTACH PROOF)**
- ☐ I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of MBE/WBEs for the Birmingham Airport Authority (BAA) contract under consideration. **(MUST SUBMIT/ATTACH PROOF)**
- ☐ I/We have conducted discussions with interested MBE/WBEs in good faith and provided the same willingness to assist MBE/WBEs as has been extended to any other similarly situated subcontractor.
- ☐ I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work

If applicable, identify all MBE/WBEs contacted to participate that declined or were not chosen:

1. \_\_\_\_\_  
 Name of Subcontractor/Vendor Address Phone  
 \_\_\_\_\_  
 Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. \_\_\_\_\_  
 Name of Subcontractor/Vendor Address Phone  
 \_\_\_\_\_  
 Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. \_\_\_\_\_  
 Name of Subcontractor/Vendor Address Phone  
 \_\_\_\_\_  
 Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Make additional copies to extend list of MBE/WBE contacts if needed)

I/We affix my/our signature to this document to attest that I/We have exercised the above-indicated Good Faith Efforts to promote MBE/WBE participation on the Bid/Proposal and Contract under consideration and to comply fully with the provisions of the Birmingham Airport Authority (BAA) MBE/WBE Program.

Printed/Typed Name of Company Official

Date

Signature (Must be Original)

Title of Company Official

Full Company Name

Mailing Address

Area Code/ Phone Number

City, State, Zip

Notary Public

My Commission Expires

PLEASE NOTE: **Failure to properly complete** and submit DIV-1, DIV-2, and DIV-3 (if applicable) will result in bids/proposals being ruled **non-responsive**.