

OGDENSBURG BRIDGE AND PORT AUTHORITY

MINORITY BUSINESS ENTERPRISE PLAN

1. POLICY STATEMENT

It is the policy of the Ogdensburg Bridge and Port Authority to utilize Minority Business Enterprises in all aspects of contracting. This commitment can be demonstrated by the efforts taken in the development of this plan and in correspondence within the Authority stating such a position.

As a further indication of our attempt to utilize minorities and females this plan will be published in its entirety to the non-minority community and business organizations.

2. DESIGNATION OF SPONSOR'S LIAISON OFFICER

The following person has been assigned the responsibility to develop, manage, and implement the Minority Business Enterprise program:

Name: Brenda Lee M. Hargrave
Title: Finance Officer
Airport: Ogdensburg International Airport
Address: Bridge Plaza, Ogdensburg, New York 13669
Phone: (315) 393-4080

3. LIST OF PROCEDURES TO ENSURE AN OPPORTUNITY TO MBE'S

The following procedures will be utilized by this organization to obtain Minority Business Enterprise participation:

- Attendance by MBE's at pre-bid meetings.
- Advertise 20 days (or shorter) before bids or proposals are requested.
- Provide written notice to MBE's that their interest in a proposed contract is solicited.
- Establish and maintain a list of MBE's to be contacted.
- Provide MBE's with information on plans and specifications.
- Other assistance in obtaining bonding or insurance requirements.

4. MINORITY BUSINESS ENTERPRISE DIRECTORY AVAILABILITY

An up-to-date MBE directory as prepared by New York State is available from the Liaison Officer and will be provided to all bidders and proposers upon request. Certification of these MBE's will be done on a case-by-case basis.

5. LIST OF PROCEDURES TO DETERMINE ELIGIBILITY OF MBE'S

Schedule A for Minority Business Firms and Schedule B for Joint Ventures provided with the Regulation will be utilized to determine eligibility of firms. Pending approval of the use of these forms, a "conditional" certification based on a certification from the MBE itself will be utilized.

6. MINORITY BUSINESS ENTERPRISE GOALS

A percentage of dollar awards on each Airport Improvement Development Aid Program including Planning Grant Program project will be established.

It is the position of the Ogdensburg Bridge and Port Authority that MBE's and Joint Ventures be afforded the opportunity to actively participate in the economic mainstream of architectural, engineering, construction, and other professional service activities where Federal funds are involved. The MBE/Joint Venture participation goal is ten percent (10%) of the contract dollar amount of all grants, based on a project-by-project basis.

We will review the proposed contracting needs for each project and identify those contracting activities with the greatest potential for MBE participation.

7. PROCEDURES USED TO REQUIRE CONTRACTORS TO IDENTIFY MBE'S

Enclosed is an excerpt from our standard Invitation to Bid that is utilized to provide a written assurance from bidders and includes a requirement for subcontractors to be identified.

8. SELECTION CRITERIA USED TO ENSURE THAT PRIME CONTRACTS ARE AWARDED TO COMPETITORS THAT MEET MBE GOALS

Selection will be based on the determination of whether or not the competitor offering the lowest reasonable price has also met the MBE goals. This analysis will be made using the information presented in the Regulation.

9. METHODS TO REQUIRE SUBRECIPIENTS, CONTRACTORS, AND SUBCONTRACTORS TO COMPLY WITH MBE REQUIREMENTS

The contract goals determined for this project will be provided to the prime contractor. A requirement of the contract agreement will be that every effort will be utilized to meet the contract goal.

10. PROCEDURES USED WITH REGARD TO SET ASIDE

In instances where there appears to be at least three MBE's which have the capability to perform a contract, consideration will be given to the utilization of set-asides.

To be made a part of Paragraph 12. MINORITY BUSINESS ENTERPRISES, page 28 of the contract guidance material known as Boilerplate.

The MBE participation goal for this project is 10%.

All bidders must submit an assurance stating the percentage of Minority Businesses they intend to employ on this project.

With a reasonable time after the opening of bids and before the award of a contract, all bidders or proposers wishing to remain in competition for the contract shall submit:

1. Name(s) of Minority Business Enterprise/Joint Venture subcontractor(s)
2. Description of work each is to perform
3. Dollar value of each proposed Minority Business/Joint Venture subcontract

REQUIRED ASSURANCE TO BE INCLUDED IN ALL BID PROPOSALS

This firm assures that it will utilize not less than ___% of Minority Business participation.

CERTIFICATION OF BIDDER for the above:

BIDDER'S NAME _____

ADDRESS _____

IRS NUMBER _____

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.


George B. Looney
Chairman