

**City of Greenville/GUC  
M/WBE Documentation Overview  
Formal Construction \$100,000 and above**

<b>Forms</b>	<b>Submission Requirements</b>	<b>Required Form</b>
<b>Identification of Minority/Women Business Participation</b> Lists the total dollar amount of participation by MBEs and WBEs that the contractor <u>will use</u> on the project.	<b>Due with Bid</b>	<b>Identification of Minority/Women Business Participation</b>
<b>Listing of Good Faith Efforts</b> Indicates the actions you undertook to recruit and solicit minority subcontractors, vendors, or suppliers for this project.	<b>Due with Bid</b>	<b>Affidavit A</b>
<b>Intent to Perform Contract with Own Workforce</b> Indicates that the bidder does not customarily subcontract elements of this type of project and normally performs all elements of work on this project with his/her own work force	<b>Due with Bid (if self-performing)</b>	<b>Affidavit B</b>
<b>Portion of Work to be Performed by M/WBE Firms</b> Identifies minority participation that is equal to or greater than the M/WBE goals for construction: 10%MBE, 6%WBE	<b>Within 3 business days after notification of being the apparent low bidder</b>	<b>Affidavit C</b> (do not complete if already submitted Affidavit B)
<b>Documentation of Good Faith Efforts</b> Indicates GFEs of bidders who do not achieve the total M/WBE Goals: 10%MBE, 6%WBE	<b>Within 3 business days after notification of being the apparent low bidder</b>	<b>Affidavit D</b>
<b>Letter(s) of Intent</b> Signed by the minority firms to affirm agreement with contractor to provide labor or supplies	<b>After award of contract, prior to issuance of notice to proceed</b>	<b>Letter of Intent</b>
<b>Request to Change M/WBE Participation</b> Used to request a change in subcontractor or supplier. Any change requires Good Faith Efforts to maintain the goals of M/WBE Participation	<b>At any point during the contract period</b>	<b>Request to Change M/WBE Participation</b>
<b>Documentation for all Contract Payments</b> Contractor shall provide with each pay request to the City all payments to subcontractors, suppliers, service providers	<b>With each pay request and final payment</b>	<b>Proof of Payment Certification</b>

