



MBE/WBE/DBE Contract Goals Request

Date: November 18, 2020
 To: Phillip Yelder, Human Relations Department
 From: Leona Walton, Water Services Department

Project Number	Project Name	
n/a	Water Bill Printing and Mailing Services	
Contract ID Number	Estimated Cost: (cost breakdown attached)	Solicitation Date:
22003	\$ 1,215,414.54	December 2020
Estimated Project Duration: one year + five one-year renewals		

Note: Click the box to select

<input checked="" type="checkbox"/> FICB PREVAILING WAGE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
Contract Category:	<input type="checkbox"/> Construction	<input type="checkbox"/> Design-Build	<input type="checkbox"/> Non-Municipal Agency
	<input type="checkbox"/> Design Professional	<input type="checkbox"/> Other Goods & Services	<input type="checkbox"/> Lease
	<input checked="" type="checkbox"/> Professional Services	<input type="checkbox"/> Facilities Maintenance/Repair	<input type="checkbox"/> Tenant (MBE/WBE)
	<input type="checkbox"/> Other (Enter Type):		<input type="checkbox"/> Concession
Type:	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Amendment No.	
Funding:	<input checked="" type="checkbox"/> City(MBE/WBE)	<input type="checkbox"/> Federal (DBE)	<input type="checkbox"/> State (DBE)
	<input type="checkbox"/> Other:	<input type="checkbox"/> Grant#	
Construction Workforce Goals: Are the estimated construction labor hours greater than 800 and the estimated cost greater than \$300,000? If yes, complete "Required Crafts" Worksheet and include total number of hours in Description of Work.			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Estimated Cost Breakdown attached - Page 2 List of Required Crafts attached - Page 3

Description of work:

The Water Services Department out-sources the printing and mailing of water bills and consumer notices. A vendor is needed whom annually can print 2.2 million bills/notices and can mail them for the lowest possible first class postage rate. This will be a one-year contract with five one-year options to renew. The postage portion of the contract cannot be subject to MBE/WBE goals as only the United States Postal Service can sell postage.

cc: Amy Coffey, Project Manager

FOR HUMAN RELATIONS DEPARTMENT USE ONLY:			
<input type="checkbox"/> No Goals are set for this Project; OR			
<input checked="" type="checkbox"/> The following Goals are approved for this Project	3	% MBE	3
		% WBE	OR
		% DBE	
Human Relations Department	<i>[Signature]</i>		Date: 12/2/20

FOR FAIRNESS IN CONSTRUCTION BOARD USE ONLY²	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A
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_____	_____	Date
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FOR GRANT AGENCY USE ONLY³	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A
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_____	_____	Date
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¹ DBE Programs apply to specific federal or state grant requirements.
² For Projects subject to prevailing wage requirements only.
³ Federal and state grant agreements may require granting agency approval of contract goals.

ESTIMATED COST BREAKDOWN FOR

CONTRACT # 22003

PROJECT/CONTRACT NAME: WATER BILL PRINTING AND MAILING SERVICES

Department Use			
Scopes of Work	Dollar Amount	<input type="checkbox"/> DBE <input type="checkbox"/> MBE	WBE
Printing water bills and notices	\$ 387,810.57	\$38,781.05	\$38,781.05
Postage - only provider is USPS	\$ 827,603.97		
Department Recommendation Total	\$ 1,215,414.54	\$ 38,781.05	\$ 38,781.05
Department Recommended Goal		3%	3%
Human Relations Department Use Only:			
Scopes of Work	Dollar Amount	<input type="checkbox"/> DBE <input type="checkbox"/> MBE	WBE
Printing water bills and notices	\$ 387,810.57	\$38,781.05	\$38,781.05
Postage - only provider is USPS	\$ 827,603.97	No availability	No availability
	0 \$ -	0	\$ -
HRD Recommendation Total	\$ 1,215,414.54	\$ 38,781.05	\$ 38,781.05
HRD Recommended Goal		3%	3%

NOTICE: The scopes of work and dollar amounts listed on this MBE/WBE/DBE Contract Goals Request are using internal estimates only for the purpose of analyzing the availability and capacity of M/W/DBEs to set appropriate target goals. Nothing contained within this form should be used to limit, restrict or mandate M/W/DBE participation in particular scopes of work for responding to formal solicitations, including, but not limited to, Invitations for Bids and Requests for Proposals.