



Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_

Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_

Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_

Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_

Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_

*(List additional M/WBEs, if any, on additional page and attach to this form)*

4. The following is a breakdown of the percentage of the total contract amount that Bidder/Proposer agrees to pay to each listed M/WBE:

**MBE/WBE BREAKDOWN SHEET**

**MBE FIRMS:**

Name of MBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
None			\$ 90.00	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



**TOTAL MBE \$ / TOTAL MBE %:** \$ 0 0 %

**WBE FIRMS:**

Name of WBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
<u>Alphagraphics</u>	<u>Haley Haar</u>	<u>\$55,000</u>	<u>100</u>	<u>6%</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<b>TOTAL WBE \$ / TOTAL WBE %:</b>		<b>\$ <u>\$55,000</u></b>		<b><u>6</u> %</b>

\*"Subcontract Amount" refers to the dollar amount that Bidder/Proposer has agreed to pay each M/WBE subcontractor as of the date of contracting and is indicated here solely for the purpose of calculating the percentage that this sum represents in proportion to the total contract amount. Any contract amendments and/or change orders changing the total contract amount may alter the amount due an M/WBE under their subcontract for purposes of meeting or exceeding the Bidder/Proposer participation.

\*\*"Weighted Value" means the portion of the subcontract amount that will be credited towards meeting the Bidder/Proposer participation. See CREO KC Forms and Instructions for allowable credit and special instructions for suppliers.

5. Bidder/Proposer acknowledges that the monetary amount to be paid each listed M/WBE for their work, and which is approved herein, is an amount corresponding to the percentage of the total contract amount allocable to each listed M/WBE as calculated in the MBE/WBE Breakdown Sheet. Bidder/Proposer further acknowledges that this amount may be higher than the subcontract amount listed therein as change orders and/or amendments changing the total contract amount may correspondingly increase the amount of compensation due an M/WBE for purposes of meeting or exceeding the Bidder/Proposer participation



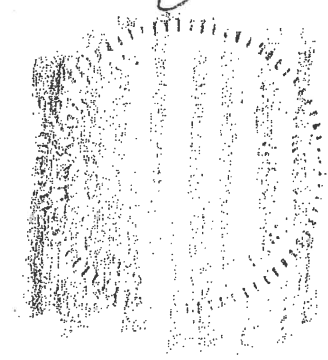
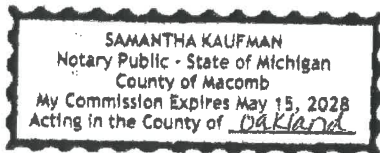
6. Bidder/Proposer acknowledges that it is responsible for considering the effect that any change orders and/or amendments changing the total contract amount may have on its ability to meet or exceed the Bidder/Proposer participation. Bidder/Proposer further acknowledges that it is responsible for submitting a Request for Modification or Substitution if it will be unable to meet or exceed the Bidder/Proposer participation set forth herein.
7. If Bidder/Proposer has not achieved both the M/WBE goal(s) set for this Project, Bidder/Proposer hereby requests a waiver of the MBE and/or WBE goal(s) that Bidder/Proposer has failed to achieve
8. Bidder/Proposer will present documentation of its good faith efforts, a narrative summary detailing its efforts and the reasons its efforts were unsuccessful when requested by the City.
9. I hereby certify that I am authorized to make this Affidavit on behalf of the Bidder/Proposer named below and who shall abide by the terms set forth herein:

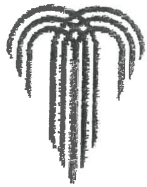
Bidder/Proposer primary contact: Erin Romo  
 Address: 1911 Woodslee Dr  
Troy, MI 48083  
 Phone Number: 248-941-6837  
 Facsimile number: \_\_\_\_\_  
 E-mail Address: erin.romo@doxim.com

By: Erin Romo  
 Title: Vice President, Vertical Lead - Utilities  
 Date: 7/11/2023  
 (Attach corporate seal if applicable)

Subscribed and sworn to before me this 11<sup>th</sup> day of July, 2023.

My Commission Expires: 05/15/2028 Samantha Kaufman  
 Notary Public





# LETTER OF INTENT TO SUBCONTRACT



Project Name/Title Water Bill Printing and Mailing Services

Project Location/Number Contract #22003

**PART 1:** Prime Contractor Doxim Utilitec LLC agrees to enter into a contractual agreement with M/W/DBE Subcontractor Alphagraphics who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]  
Provision of #9 and #10 envelopes for KCWS printing and mailing services

for an estimated amount of \$55,000 (or 6 % of the total estimated contract value.)

- M/WBE Vendor type
- Subcontractor/manufacturer (counts as 100% of contract value towards goals)
  - Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)
  - Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

**PART 2:** This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

- Select one:
- The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)
  - The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: Alphagraphics

Full address: 1717 Oak Street, Kansas City, MO 64108

Street number and name	City, State and Zip Code
Primary contact: <u>Haley Haar</u>	<u>816.842.4200</u>

a) This subcontractor is (select one):  MBE  **WBE**  DBE  N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: Provision of #9 and #10 envelopes for KCWS printing and mailing

c) The dollar value of this agreement is: \$55,000



**PART 3:**

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);  
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: Doxim Utilitec LLC

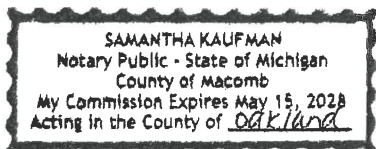
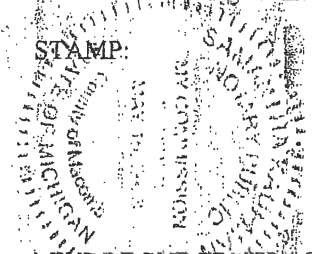
<u>Erin Romo</u>	Erin Romo
Signature: Prime Contractor	Print Name
Vice President, Vertical Lead - Utilities	07/11/2023
Title	Date

State of Michigan )  
County of Oakland )

I, Erin Romo, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this day of 11<sup>th</sup>, 2023

My Commission Expires: 05/15/2028 Samantha Kaufman  
Notary Public



MWDBE SUBCONTRACTOR BUSINESS NAME: Alpha Graphics

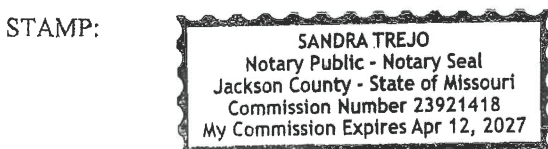
<u>Matthew P. Hoar</u>	Matthew P. Hoar
Signature: Subcontractor	Print Name
VP Operations	7/21/23
Title	Date

State of Missouri )  
County of Jackson )

I, Sandra Trejo, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this July day of 21, 2023

My Commission Expires: April 12, 2027 Sandra Trejo  
Notary Public



**TIMETABLE FOR MBE/WBE UTILIZATION**

*(This form should be submitted to the City after contract award.)*

I, Erin Romo, acting in my capacity as Vice President, Vertical Lead - Utilities of Doxim Utilitec LLC, with the submittal of this Timetable, certify that the following timetable for MBE/WBE utilization in the fulfillment of this contract is correct and true to the best of my knowledge.

**ALLOTTED TIME FOR THE COMPLETION OF THIS CONTRACT**  
*(Check one only)*

15 days  75 days  135 days   
30 days  90 days  150 days   
45 days  105 days  165 days   
60 days  120 days  180 days   
Other current offering (Specify)

Throughout \_\_\_\_\_ Beginning 1/3 \_\_\_\_\_  
Middle 1/3 \_\_\_\_\_ Final 1/3 \_\_\_\_\_  
Beginning 1/3 \_\_\_\_\_ % Middle 1/3 \_\_\_\_\_ % Final 1/3 15 %

**PLEASE NOTE:** Any changes in this timetable require approval of the Civil Rights & Equal Opportunity Department in advance of the change.

If you have any questions regarding the completion of this form, please contact the Civil Rights & Equal Opportunity Department at: (816) 513-1836.

Erin Romo  
\_\_\_\_\_  
(Signature)

Vice President, Vertical Lead - Utilities  
\_\_\_\_\_  
(Position with Firm)

7/11/2023  
\_\_\_\_\_  
(Date)

