



## Minority/Women Participation Requirements City of Albany Contracts

The City of Albany MWBE Office monitors the City's Minority and Women's Business Enterprise Program. Any questions regarding this policy should be directed to the office: City Hall, Room 307, 24 Eagle Street, Albany, New York 12207, 518-407-0255, [mwbe@albanyny.gov](mailto:mwbe@albanyny.gov).

### City of Albany Affirmative Action Policy Statement

The City of Albany recognizes the need to take affirmative steps to ensure that Minority and Women's Business Enterprises (MWBEs) are given the opportunity to participate in the performance of contracts let by the City of Albany. This opportunity for full participation in our free enterprise system by socially and economically disadvantaged persons is essential, to obtain social and economic equality and improve the functioning of the City economy. Accordingly, it is the policy of the City of Albany to foster and promote the development of MWBEs. It is further the policy of the City of Albany that all contractors and subcontractors engaged on projects of the city or its agencies and authorities utilize Minority and Women Labor to the fullest extent feasible.

The contractors, by bidding on this contract, acknowledge understanding of this social policy. The contractor agrees to take appropriate steps, to use minority and women employees, suppliers and subcontractors in the completion of this contract.

### MWBE Subcontractor and Minority/Women Labor Participation Policy

1. To award a minimum of seven and one half percent (7.5%) of the total dollar value of the contract to City of Albany Certified MWBEs; and
2. To award a minimum of 17.8% of the total labor force hours to the M/W labor pool.

**BIDS MUST BE STRUCTURED TO INCLUDE MWBE SUBCONTRACTORS.** To meet the MWBE goal, the City will only recognize businesses in the City of Albany Certified MWBE Directory, which can be obtained from the City of Albany EEO Office, Room 307, City Hall, Albany, New York 12207, 518-407-0255, [mwbe@albanyny.gov](mailto:mwbe@albanyny.gov), or from the website at [www.albanyny.gov/MWBE](http://www.albanyny.gov/MWBE).

### Required Forms

- Each bid must include completed **MWBE Subcontractors Plan** and **M/W Labor Participation Plan**.
- *After the contract has been awarded*, the MWBE Subcontractors Report and M/W Labor Participation Reports will be submitted by the contractor monthly for the duration of the contract. Do NOT submit these forms with your bid.
- A Waiver Request Form may be submitted as needed. Contact the MWBE Office (above) for more information.

### The MWBE Subcontractor and M/W Labor Participation Plans must detail the following:

- A projection of the total number of hours to be worked on the job site. *The hours must be separated by trade and must include hours to be worked by subcontractors.*
- Description of each proposed subcontract, including the name, address, phone number, social security or federal ID number for each MWBE subcontractor who will be working at the job site, with the total dollar amount of each proposed subcontract.
- The MWBE Office must be notified immediately of any changes during the project, particularly if the change results in an increase or decrease in the cost of the project, and/or a change in the subcontractors from the original plan.

City of Albany

**MINORITY AND WOMEN LABOR PARTICIPATION PLAN**

The information requested below must be completed by the general contractor and submitted with the bid. The figures shall be based on the bidder's estimate of workforce needs and the minority representation of that workforce. The contractor will be required to furnish periodic reports as documentation that established goals are being met. These reports shall be submitted to the City's EEO Office, City Hall Room 307, 24 Eagle Street, Albany, NY 12207. Questions regarding completion of this document can also be directed to the EEO Office at (518) 407-0255 or [mwbe@albanyny.gov](mailto:mwbe@albanyny.gov). Please print clearly or type.

Contractor: \_\_\_\_\_ Federal ID # (or SSN): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Project: \_\_\_\_\_ Cost of Project: \_\_\_\_\_

***Minority and Women Labor Participation***

The minimum goal for labor participation on City of Albany projects is that 17.8% of the total workforce hours should be worked by minorities and women. In the space provided below, please list the following workforce information by trade: total number of work hours for the project and total number of those hours to be worked by minorities/women.

Trade	Total Workforce Hours	Total Hours to be Worked by Minorities and Women
Carpenters		
Painters		
Electricians		
Plumbers		
Drywall		
Drivers		
Foremen		
Laborers		
Masons		
Other ( <i>specify</i> )		
TOTAL HOURS		

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

City of Albany

**M/WBE SUBCONTRACTOR UTILIZATION PLAN**

General Contractor: \_\_\_\_\_

Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

**Subcontractor Participation**

The City of Albany EEO Office is responsible for monitoring all subcontracts on construction projects let by the City of Albany and its agencies and authorities. The minimum goal for Minority and Women-Owned Business Enterprise participation on City of Albany projects is 7.5% of the total dollar amount of the contract. Please complete the information requested below, describing all anticipated subcontractor participation. Sign below to indicate that all information provided for this Participation Plan is true and correct. Direct questions to 518-407-0255 or [mwbe@albanyny.gov](mailto:mwbe@albanyny.gov). Please print or type.

For the current list of certified M/WBE subcontractors, go to: <http://www.albanyny.gov/mwbe>

Sub-contractor Name, Address,Phone	Amount of Sub-contract, Anticipated Start Date	Trade (see below)	Sub-contractor Race/Ethnicity/ Gender (see below)	Sub-contractor Federal ID# or Social Security #

**TYPE OF TRADE:**

1. Supplies
2. Masonry
3. Trucking/Paving
4. Demolition/Excavation
5. Electrical
6. Painting
7. Plumbing/HVAC
8. Carpentry
9. Roofing
10. Other

**RACE/ETHNICITY/GENDER:**

1. White
2. Black
3. Native American
4. Hispanic
5. Asian/Pacific
6. Hasidic Jews
7. Female
8. Male

Signed: \_\_\_\_\_ Date: \_\_\_\_\_