



**BEFORE** you turn in your sealed Bid please check the following...

**Identification of HUB Certified/Minority Business Participation Form - Required**

- ▶ Your Company name is printed on the top
- ▶ Sub-Contractors are listed with NAME, ADDRESS and PHONE #
- ▶ Y or N is noted under HUB Certified
- ▶ Total value of minority business contracting is filled in on the bottom  
(If there are no sub-contractors, fill in the value as 0)

**-AND EITHER-**

**Affidavit A (required if you are sub-contracting work)**

- ▶ COUNTY and COMPANY NAME printed on the top of form
- ▶ Good Faith Efforts total 50pts or more  
(you must be able to provide documentation of each GFE you have checked)
- ▶ DATE, NAME, SIGNATURE, TITLE on the bottom
- ▶ NOTARIZED with SEAL

**-OR-**

**Affidavit B (required if you intend to perform contract with own work force and are NOT sub-contracting work)**

- ▶ COUNTY, COMPANY NAME and PROJECT NAME are printed on the top of form
- ▶ DATE, NAME, SIGNATURE, TITLE on the bottom
- ▶ NOTARIZED with SEAL

**-AND-**

**BID/ACCEPTANCE FORM**

- ▶ BASE BID must be represented in **written** form and Dollars \$ in **numeric** form
- ▶ Date, Contractor Name, Federal ID#
- ▶ SIGNATURE, TITLE, ADDRESS, EMAIL and CORPORATE SEAL
- ▶ NOTARIZED with SEAL

*If the Identification of HUB Businesses Form and Affidavit A or Affidavit B are not submitted with the bid, then the bid shall be deemed non-responsive.*

2/12/2020



**If notified that you are the lowest responsible, responsive bidder, please check the following BEFORE providing Affidavit C or Affidavit D...**

**Affidavit C (required if portion of the work performed by HUB Certified/Minority Businesses is > 10%)**

- ▶ COMPANY NAME, PROJECT NAME, PROJECT ID#
- ▶ Amount of Bid\$ should be the TOTAL Bid
- ▶ Fill in the expended minimum % of TOTAL dollar amount of the contract with MBE's (10%+)
- ▶ Sub-Contractor NAME, PHONE #, MINORITY CATEGORY, HUB Y/N, WORK DESCRIPTION, DOLLAR VALUE
  - Subcontractor HUB Certification should be verified at <https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h>
  - If not currently certified, it is recommended that minority businesses become certified with the State HUB Office by going to <https://ncadmin.nc.gov/businesses/hub/hub-certification>
- ▶ DATE, NAME, SIGNATURE, TITLE on the bottom
- ▶ NOTARIZED with SEAL

*(Failure to submit these documents is grounds for rejection of the bid)*

**Affidavit D (required if portion of work performed by HUB Certified/Minority Businesses is < 10%)**

- ▶ COUNTY, COMPANY NAME, PROJECT NAME, PROJECT ID#
- ▶ Amount of Bid\$ should be the TOTAL Bid
- ▶ Fill in the expended minimum % of TOTAL dollar amount of the contract with MBE's (-10%)
- ▶ Sub-Contractor NAME, PHONE #, MINORITY CATEGORY, HUB Y/N, WORK DESCRIPTION, DOLLAR VALUE
- ▶ DATE, NAME, SIGNATURE, TITLE on the bottom
- ▶ NOTARIZED with SEAL
- ▶ ATTACH Good Faith Effort documentation

*(Failure to submit these documents is grounds for rejection of the bid)*