

Project Name: International Center Cooling Towers/Chillers Replacement

Pre-Submittal Date: May 20, 2013

SBEDA Affirmative Procurement Initiative: 15% SBE Subcontracting Goal; 10% M/WBE Subcontracting Goal

I. Subcontracting Program

- **15%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **10%** must be subcontracted to certified M/WBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- All M/WBE's must also be certified as SBEs; therefore participation by M/WBEs automatically count towards the SBE goal
- Respondents must demonstrate their commitment to meeting the subcontracting requirements by submitting a signed **Subconsultant/Supplier Utilization Plan** form with their response
 - Failure of a respondent to submit the **Subconsultant/ Supplier Utilization Plan** form or meet the subcontracting requirements will deem its response nonresponsive
- First tier certified SBE(s) and M/WBE(s) will count toward the percentage goal
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- ***M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal***

II. Eligibility Criteria

- Eligibility Certification:
 - SBE
 - SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
 - Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform commercially-useful function
- Be considered small under SBA size standards for specific industry category of work being proposed
- Headquartered or demonstrate "significant business presence" (20% of total company employees regularly based in the SAMSA for at least one year) (SAMSA counties are: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson)
- SBEDA staff can assist with priority certification while solicitation is open
- For additional information, David Rios at 210.207.1339 david.rios@sanantonio.gov or Ruben Flores at 210.207-3923 ruben.a.flores@sanantonio.gov

III. Waivers & Exceptions

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response
 - Form is available at www.sanantonio.gov/edd/SmallBusiness/
 - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form with the solicitation response
 - Form available at www.sanantonio.gov/edd/SmallBusiness/
 - Exception request must fully document why:
 - ◆ Value of contract is below \$50,000;
 - ◆ No commercially-useful subcontracting opportunities exist; or
 - ◆ Type of contract is outside scope of the SBEDA Ordinance
- For Waivers or Exceptions, contact David Rios at 210.207.1339 david.rios@sanantonio.gov or Ruben Flores at 210.207-3923 ruben.a.flores@sanantonio.gov

IV. Central Vendor Registry (CVR)

- All contractors/consultants wishing to do business with the City must first register in the CVR
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118