

MANAGEMENT OF TOWING SERVICES

SBEDA PRESENTATION

SBEDA Affirmative Procurement Initiatives (APIs)

□ Mentorship Incentive

□ 5 points

- Respondents certifying their commitment to serve as mentors in the City of San Antonio's Mentor Protégé Program will receive five (5) evaluation criteria percentage Points.
- Respondents document such commitment by initialing and signing the "Mentor Commitment Form" attached to the solicitation.



City of San Antonio Mentorship Incentive Commitment Form

Solicitation Name: **Management of Towing Services**

Respondent Name:

In responding to this solicitation, Respondents certifying their commitment to serve as Mentors in the City of San Antonio's Mentor Protégé Program will receive five (5) evaluation criteria preference points.

For joint venture Respondents, each joint venture partner must initial, sign and submit a "Mentor Commitment Form" in order for the joint venture Respondent to receive the five (5) evaluation criteria preference points.

Initial each statement and sign below:

I understand that by committing to serve as a Mentor in the City of San Antonio Mentor Protégé Program, my firm will be placed in a Mentor pool for a period of two (2) years, beginning from the date below, even if my firm or joint venture is not selected for contract award.

I understand that unless I have already completed a Mentor-Protégé Program *Mentor Application*, I commit to doing so within seven (7) days from the date below.

I understand that by committing to serve as a potential Mentor, it is my firm's responsibility to, and the City's expectation that it will meet the program criteria if selected by the Mentor-Protégé Program Administrator to enter into a Mentor-Protégé agreement.

I understand that if my firm is selected to serve as a Mentor, it will be committing to Mentor a Protégé firm for a period of two (2) years from the date of entering into a Mentor-Protégé agreement.

The City of San Antonio Mentor-Protégé Program is administered by the Alamo Community College District. To apply for the Mentor-Protégé Program, please visit the Mentor-Protégé web site at: <https://besanantonio.com/mentor-protége/>

Signature

Date

Printed Name & Title



SMALL BUSINESS BOOTCAMP

MENTOR/PROTÉGÉ

PROTÉGÉ

BONDING ASSISTANCE

MENTOR

NEWS

CONTACT

BE A MENTOR

Please fill out the application below.

If you need to save your application and complete at a later time, you can click the "Save for Later" tab at bottom of the page. You will need to submit your email address and setup a password in order to retrieve your application later. Please save your password as you will not be able to retrieve the information without it. If you need to go back and complete your saved application, simply click on the "Continue Saved Form" tab at the bottom of the page. You will have to enter your email address and password to continue your saved form.

If you have any questions or problems, please contact Jan Wehrman at 210.485.0818 or [email](mailto:jan@besanantonio.com)

MENTOR APPLICATION

Legal Business Name/d.b.a

SAePS Number

Business Address

Mailing Address

Web Address

Business Phone

Date Business Established and State of Formation or Incorporation

Fax Number

Owner Name and Title

Form of Business [corporation, partnership, etc.]

E-mail Address

Number of Full-time employees

Number of Part-time employees

In the last three (3) years, I have bid on City jobs as a

Prime Sub Both Neither

In the last three (3) years, I have been awarded City jobs as a

Prime Sub Both Neither

Disclaimer

Participation in the City of San Antonio's Bonding Assistance and/or Mentor-Protégé Program is neither a guarantee of obtaining bonds or contracting opportunities, nor a promise of business. Rather, it is a means to foster positive, long-term, capacity-building skills for small business enterprises. The assistance provided by the Bonding Assistance/Mentor-Protégé Program affiliates is intended to improve business practices and offers no guarantee of financial gain.

CURRENT BUSINESS RELATIONSHIPS

Name of Insurance Company

Agent

Type of Coverage

Agent Phone Number

Coverage Amount \$ Single

Coverage Amount \$ Aggregate

Name of Bonding Company

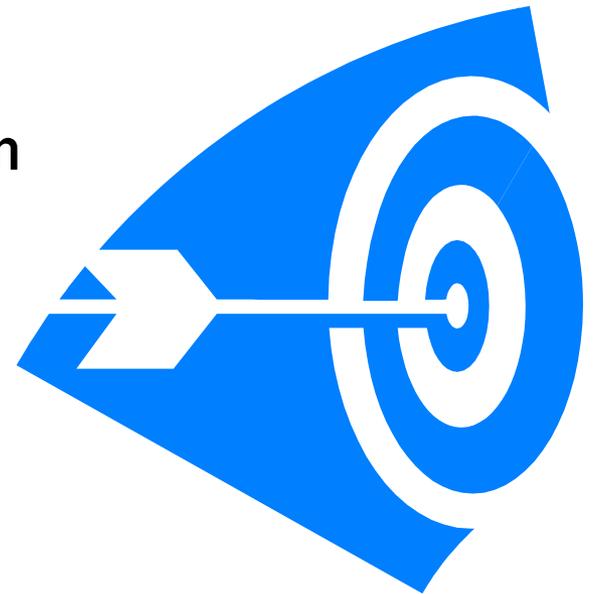
Surety Agent

Name of Surety



SBEDA Affirmative Procurement Initiatives (APIs)

- SBE Subcontracting Program
 - ▣ **40%**
- M/WBE Subcontracting Program
 - ▣ **35%**





CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: **Management of Towing Services**

RESPONDENT NAME:

SOLICITATION API: **Small Business Enterprise and Minority / Women-Owned Business Enterprise Subcontracting**

API REQUIREMENTS: Respondents must demonstrate commitment to satisfy a **forty percent (40%) SBE subcontracting goal AND a thirty-five percent (35%) M/WBE subcontracting goal.** Self-performance by S/M/WBE prime respondents does not count toward these subcontracting goals. **Commitment to meet subcontracting requirements must be demonstrated by writing the company name and SAePS vendor number of each subcontractor/supplier**.** In the absence of a waiver granted by the Small Business Office, failure of a Respondent to commit to satisfying the SBE and M/WBE subcontracting goals shall render its response NON-RESPONSIVE. **To qualify as an M/WBE pursuant to the SBEDA Ordinance, a vendor must also be an SBE; thus, participation of a qualifying M/WBE subcontractor will also count toward meeting an SBE subcontracting goal.**

S/M/WBEs must be certified with the South Central Texas Regional Certification Agency (SCTRCA) **and** be headquartered or have Significant Business Presence in the San Antonio Metropolitan Statistical Area to satisfy the above-stated goals. For further clarification, please contact Leticia Callanen at (210) 207-3996.

Enter Respondent's (Prime) proposed contract participation level. Leave blank for revenue generating contracts.

	PARTICIPATION DOLLAR AMOUNT	% LEVEL OF PARTICIPATION	CERTIFICATION TYPE AND NUMBER	TYPE OF WORK TO BE PERFORMED (BY NIGP CODE)
Prime:	\$	%		
SAePS Vendor #:			SCTRCA #:	

List ALL subcontractors/suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternates. Use additional pages if necessary.

Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	

**** Prime respondent and all subcontractors/suppliers must be registered in the City of San Antonio Electronic Procurement System (SAePS). To learn more about how to register, please call (210) 207-0118 or visit <http://www.sanantonio.gov/purchasing/saeps.aspx>.**

Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
A.Total Prime Participation:	\$	%	<i>A. Total base bid amount to be kept by prime.</i>
B.Total Sub Participation:	\$	%	<i>B. Total amount prime will pay to certified and non-certified subcontractors/suppliers</i>
C.Total Certified Sub Participation:	\$	%	<i>C. Total amount prime will pay to certified subcontractors/suppliers per the eligibility requirements stated above</i>
D.Total Prime & Sub Participation*:	\$	%	<i>D. Total prime and subcontractor(s)/supplier(s) participation must equal your base bid amount (A+B)</i>

If a business is not certified, please call the Small Business Program Office at (210) 207-3900 for information and details on how subcontractors and suppliers may obtain certification.

I HEREBY AFFIRM THAT I POSSESS DOCUMENTATION FROM ALL PROPOSED SUBCONTRACTORS/SUPPLIERS CONFIRMING THEIR INTENT TO PERFORM THE SCOPE OF WORK FOR THE PRICE INDICATED ABOVE. I FURTHER AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

Print Name: _____ Sign: _____ Title: _____
Date: _____

FOR CITY USE

Action Taken: Approved _____ Denied _____

**ASSISTANT DIRECTOR
ECONOMIC DEVELOPMENT DEPARTMENT**

KEY POINTS/ REMINDERS

A. Utilization Plan must be completed in full with:

- ❑ Complete firm names
- ❑ Corresponding percentages
- ❑ Selected firms must perform commercially useful function (NIGP Code)

B. Vendors may request an Exception

- ❑ Submitted with response and are subject to SBO approval
- ❑ <http://www.sanantonio.gov/SBO/Forms.aspx>

C. All contractors/consultants and their subcontractors/sub consultants must be registered in SAePS

- ❑ <http://www.sanantonio.gov/purchasing/saeps.aspx>

D. SBO may be contacted until bid closing for assistance with completing the Utilization Plan and priority certification.

- ❑ Please note that priority certification is not guaranteed before bid closing

E. A listing for certified and non certified vendors with the City is available online

- ❑ <http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>

F . PTAC is available to provide assistance to SMWBEs

- ❑ ptac@utsa.edu/ (210) 458-2458

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