

**ITB# 026-25 – Cincinnati Black Music Walk of Fame (CBMWoF) Guard Booth Re-bid
Addendum #1**

March 21, 2025

To All Registered Vendors:

Pre-Bid Held on 4-21-25 @ 10:00 AM

Location: Corner of Mehring Way and Elm Street, Cincinnati, Ohio, 45202

Pre-Bid Sign-in attached

MBE/WBE/SBE Policies and Procedures Pre-Bid Meeting Overview attached

Sincerely,

Jill Williams

Jill Williams
Purchasing Director



Date: 4-21-25

Hamilton County Purchasing

Todd B. Portube Center for County Government, 138 East Court Street, Room 507, Cincinnati, Ohio 45202

Phone: (513) 946-4355 | www.hamiltoncountyoio.gov



MBE/WBE/SBE Policies and Procedures Pre-Bid Meeting Overview

Solicitation:

Date:

Time:

Location:

- Hamilton County has small, minority, and women-owned business participation goals for all solicitations.

The goals for this project are _____% MBE, _____% WBE, and _____%SBE participation. These goals can be found on page _____ of the solicitation package.

- There are required forms for respondents to complete in the MBE/WBE/SBE policy section of each proposal, including the *Goal Compliance Plan*, the *Application for Program Waiver* (if respondents are unable to meet the project goals), and the *Letter of Intent* (LOI) between the prime contractor and any subcontractor included in the *Goal Compliance Plan*. These forms must be provided when you submit your proposals for your proposal to be deemed responsive.
 - For projects under \$1 million, signed, and notarized LOIs between Bidder and all subcontractors/supplies must be included in their Goal Compliance Plan at the time of submission. For larger projects above \$1 million, bidders must submit a completed LOI for all MBE/WBE/SBE subcontractors/suppliers listed in the Goal Compliance Plan at the time of submission. The LOI for all other subcontractors can be submitted after the time of submission, but before the contract is awarded.
- These participation goals can be achieved by any company doing work for the project that is MBE, WBE, or SBE certified by a third-party certifying agency.
- If you are not able to meet the participation goals, you must submit the *Application for Program Waiver* in addition to the *Goal Compliance Plan* to demonstrate adequate good faith efforts in engaging small, minority, or women-owned companies.
- If you plan to perform 100% of the work yourself, you must submit the *Goal Compliance Plan* and indicate this in the self-performance section in addition to submitting an *Application for Program Waiver*.
- Preference is not given to proposals based on their ability to meet the project goals or their choice to use the Application for Program Waiver. The Goal Compliance Plan and the Application for Program Waiver are evaluated for responsiveness only. For RFPs, points will not be deducted for filling out the Application for Program Waiver.
- Example documentation can be found by visiting https://www.hamiltoncountyohio.gov/xbe_example or by going to EIED's website, clicking on the policies tab, and clicking the link at the bottom of the page titled "Sample of Completed MBE/WBE/SBE Forms for Respondents."

Click Here to Access the Hamilton County BOLD Contractors Directory for Subcontractors: [Hamilton County BOLD Contractors List](#).

Once on the website, scroll down and click on “*BOLD Contractor List (XLSX)*”, on left side of page, to sort for the types of subcontractors you are looking for.