

**SCHEDULE D: CERTIFICATION OF BIDDERS/ PROPOSERS REGARDING UNAVAILABILITY OF MINORITY BUSINESS ENTERPRISE/WOMEN BUSINESS ENTERPRISE**

For Internal Use Only:  
Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

**Instructions.** Each time you contact a Minority Business Enterprise/Women Business Enterprises that is not ready, willing, or able to perform the work you request that he/she/it perform, for any reason other than failure to agree on price, you must complete this form. Please have the MBE/WBE complete the Statement of MBE/WBE on the following page.

**AFFIDAVIT**

Name of Project \_\_\_\_\_  
Project Number \_\_\_\_\_  
Bidder/Proposer \_\_\_\_\_

1. I, \_\_\_\_\_ of \_\_\_\_\_  
*Name of Individual* *Name of Bidder/Proposer*

Certify that on \_\_\_\_\_ I contacted \_\_\_\_\_  
*Date* *Name of Company*

Who is a \_\_\_\_\_ To obtain a bid for goods or services to be  
*Choose One [MBE] or [WBE]*  
performed for the above-captioned contract.

2. I was informed that the MBE/WBE was unavailable for work on this project, or unable to prepare a bid, for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of the Bidder/Proposer

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC**

**(SEAL)**

**STATEMENT OF MBE / WBE**

For Internal Use Only:  
Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

Name of Project \_\_\_\_\_  
Project Number \_\_\_\_\_  
Bidder/Proposer \_\_\_\_\_

I \_\_\_\_\_ (authorized representative of MBE/WBE Company) was offered an opportunity to bid on the above-captioned work on \_\_\_\_\_ (Date) by the Bidder/Proposer. The statements made in the attached Schedule C: Certification of Bidders/Proposers Regarding Unavailability of MBE/WBE affidavit were made by me to the Bidder/Proposer, and are a true and accurate account of why I did not submit a bid/proposal on the above described project.

\_\_\_\_\_  
*Signature of MBE/WBE*

\_\_\_\_\_  
*Date*

( ) - \_\_\_\_\_  
*Telephone Number of MBE/WBE*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC**

**(SEAL)**