Shelby County
LOSB Program

LOSB FORM A

CERTIFICATION OF EFFORTS TO ACHIEVE LOSB PARTICIPATION
(To Be Submitted with the Bid/Proposal)

Company Name: _____
Bid No.: _____

I certify that the following efforts where made to achieve LOSB participation:

		YES	NO
A	Provided written notices to LOSB's who have the capability to perform the work of the contract or provide the service		
B	Direct mailing, electronic mailing, facsimile or telephone requests		
C	Provided interested LOSB's with adequate information about plans, requirements and specifications of the contract in a timely manner to assist them in responding to a solicitation		
D	Allowed LOSB's the opportunity to review bid specifications, blue prints and all other bid/RFP related items at no charge, and allowed sufficient time for review prior to the bid deadline		
E	Acted in good faith with interested LOSB's, and did not reject LOSB's as unqualified or unacceptable without sound reasons based on a thorough investigation of their capabilities		
F	Did not impose unrealistic conditions of performance on LOSB's seeking subcontracting opportunities		

Additionally, I contacted the referenced LOSB's and requested a bid/proposal. The responses I received were as follows:

Name and Address of LOSB	Type of Work And Contract Items, Supplies or Services to be Performed	Response	Reason for Not Accepting Bid/Proposal

(If additional space is required this form maybe duplicated)

If applicable, please complete the following:

I hereby certify that LOSB's were "Unavailable" as defined in the LOSB Program to submit bids to provide goods and services for this RFP/Bid's purpose.

Reasons for the "Unavailability":

_____

_____

Submitted by:

_____ _____

Authorized Representative Signature Title

_____

Date

Shelby County
LOSB Program

LOSB FORM B

LOSB UTILIZATION PLAN
(To Be Submitted with the Bid/Proposal)

Company: _____
Bid No.: _____

I, _____, do certify that on the following procurement opportunity,
(Contractor)
_____, the following LOSB's will be utilized as sub-contractors, suppliers,
(Opportunity)
or to provide professional services:

Name	Description of Work	Contract Value	LOSB Number

(If additional space is needed this form may be duplicated)

TOTAL CONTRACT VALUE: _____
TOTAL % OF LOSB PARTICIPATION: _____

The successful bidder/proposer is required to finalize and submit this form prior to award of a contract. Joint Venture Agreements, partnering agreements and all pertinent information must be presented prior to contract award. This information will be incorporated into the contract and will become a contractual obligation of the successful bidder/proposer. The finalized LOSB Form B shall not be changed or altered after award of a contract without approval from Shelby County. The successful bidder/proposer is required to provide written notice describing the reasons for the change to Shelby County to obtain approval of any changes to LOSB Form B.

Submitted by:

_____
Authorized Representative Signature

_____
Title

_____
Date

Shelby County
LOSB Program

LOSB FORM C

STATEMENT OF INTENT TO PERFORM AS A SUBCONTRACTOR OR PROVIDE SUPPLIES OR SERVICES
(To Be Submitted Prior to Contract Award)

Company Name: _____
Bid No.:_____

I, _____, intend to provide supplies or services in connection with the
(Subcontractor/Provider)
above **bid/proposal** request as a LOSB.

I am prepared to perform a **"Commercially Useful Function"** in connection with the above project.

The following are the work items to be performed:

_____

_____

at the following price: $_____.

If applicable, please complete the following:

I have or will enter into a formal agreement with _____ for the above-
(Company)
described scope of work, supplies or services conditioned upon the execution of a contract

with Shelby County.

I hereby certify that this statement is true and correct:

Business Information:

Business: _____

Address: _____

_____

Phone: _____

Facsimile: _____

Submitted by:

_____
Authorized Representative (Print)

_____
Title

_____
Authorized Representative's Signature

_____
Date

Shelby County
LOSB Program

LOSB FORM D

STATEMENT OF PAYMENTS TO LOSB'S
(To Be Submitted Monthly and with Final Payment Request)

Company Name: _____
Name/Contract No.: _____
Payment Request Number: _____

Name of Firm	Description of work	Total Amount Due This Month	Total Dollars Paid To Date	% of Contract Complete d	Start Date of Contract	End Date of Contract

(If additional space is needed this form may be duplicated)

I hereby certify that this statement is true and that above payments have been made.

Business Information:

Business: _____

Address: _____

_____

Phone: _____

Facsimile: _____

Submitted by:

_____
Authorized Representative (Print)

_____
Title

_____
Authorized Representative's Signature

_____
Date

LOCALLY OWNED SMALL BUSINESS PURCHASING PROGRAM RULES AND REGULATIONS:

(i) The Administrator of Purchasing in conjunction with the Administrator of EOC shall identify certain goods and services required by the County to be set aside for special purchasing procedures for locally owned small businesses.

(ii) Only certified locally owned small businesses will be allowed to submit competitive bids on the goods or services identified under paragraph (i) above.

(iii) The Administrator of Purchasing shall, in conjunction with the Administrator of EOC, annually review the Shelby County Capital Improvement Program to determine those projects with a construction cost of $250,000 or more. Contracts amounting to at least ten (10%) of the construction costs of such project shall be awarded to locally owned small businesses as defined herein, except as set forth in sub-paragraph (vi) of this section, either as part of the conditions of the solicitation for general contractors bidding on these projects, or as separate bids issued by the County for subcontracts that may be assigned to general contractors.

(iv) After adhering to all other bidding and purchasing requirements of the County, not inconsistent with this part, if no bids are received from locally owned small businesses, then the County may solicit bids for the goods or services from all other sources.

(v) On all purchases and/or contracts entered into by the County, the Purchasing Administrator or his or her designee shall have the right to negotiate with any supplier of goods or services to the County for the inclusion of locally owned small business subcontractors and/or suppliers in the contract award.

(vi) Failure by a supplier or contractor to include locally owned small business sub-contractors or suppliers in its bid or contract may be grounds for rejection of said bid or contract unless the supplier or contractor can show documented evidence of good cause why none were included.

(vii) Any locally owned small business awarded a contract or purchase order under this section shall not sublet, subcontract or assign any work or services awarded to it without the prior written consent of the Mayor or the Purchasing Administrator.

(viii) As to those purchases below the requirement for a formal bid solicitation (currently, under $15,000) and not included in the locally owned small business set aside, the Administrator of Purchasing shall determine if any locally owned small business offers that product or service. If so, at least one such eligible locally owned small business should be included in the vendors contacted for an opportunity to bid, and the Administrator of Purchasing may, at his discretion, designate in a purchase order the purchase of such goods and services from the identified locally owned small business.

(ix) In those situations where a locally owned small business as defined herein, engages in open competitive bidding for County contracts, the Administrator of Purchasing shall provide for a preference for the locally owned small business where responsibility and quality are equal. Said preferences shall not exceed five percent (5%) of the lowest possible bidder meeting specifications. The preference shall be applied on a sliding scale in the following manner:

a. A preference of up to five percent (5%) shall be allowed for contracts up to $500,000.00;

b. A preference of up to three and five-tenths percent (3.5%) shall be allowed for contracts up to $750,000.00;

c. A preference of two and one-half percent (2.5%) shall be allowed for contracts up to $1,000,000.00;

d. A preference of two percent (2%) shall be allowed for contracts that exceed $1,000,000.00.

(x) For construction contracts over $2,000,000.00, the Administrator of Purchasing shall provide for a preference of two percent (2%) to general contractors meeting the requirements of Section 1, Subparagraph B, if fifty percent (50%) or more of the total work comprising the bid has been or will be awarded to certified locally owned small businesses. The fifty percent subcontracting threshold must be met prior to contract execution.

(xi) The Administrator of Purchasing may divide a single bid package for any purchase of goods and services into two or more smaller bid packages in any case that the Administrator of Purchasing reasonably believes that the smaller bid packages will result in a greater number of bids by locally owned small businesses.

(xii) The Administrator of Purchasing, upon approval of the County Mayor, may establish special insurance and bonding requirements for certified locally owned small businesses so long as they are not in conflict with the laws of the State of Tennessee.

(xiii) The Administrator of Purchasing, with the approval of the County Mayor, shall adopt and promulgate, and may from time to time, amend rules and regulations not inconsistent with the provisions of this ordinance, governing the purchase of goods and services from locally owned small business concerns to effectuate and implement the Locally Owned Small Business Purchasing Program within the intent of this ordinance.

(xiv) The Administrator of EOC shall, in conjunction with the Administrator of Purchasing, provide a written quarterly report to the Mayor and Board of Commissioners which shall include a summary of the purchases selected for this program, a listing of the contracts awarded to locally owned small businesses for the period, and the dollar amounts of each such contract, and the percentage which such contracts bear to the total amount of purchases for the period.

VII. GENERAL REQUIREMENTS

A. Scope of Contract

The County wishes to engage in a contractual relationship with the best-qualified Contractor selected through a competitive process that will work well with the County in the performance of the Services in a manner that is cost-effective and practical.

B. Project Time Frame

The County is looking to negotiate a contract with the successful contractor using the terms and conditions as the original RFP to provide these services.

C. Reservation of Rights

The County reserves the right, for any reason to accept or reject any one or more proposals, to negotiate the term and specifications for the services provided, to modify any part of the RFP, or o issue a new RP.

D. Selection Criteria

Contract(s) will be awarded based on a competitive selection of proposals received. The contents of the proposal of the successful Proposers will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award. The County reserves the right to negotiate any portions of the successful Proposers fees and scope of work or utilize their own resources for such work.

E. Additional Information and References

Any additional information that would be helpful to the County evaluating your proposal including a list of current and former clients with a similar profile to Shelby County should be submitted. At least three former clients who have terminated in the last five years should be included on this list.

VIII. Award of Contract

Proposers are advised that the lowest cost proposal if required will not necessarily be awarded the contract, as the selection will be based upon qualification criteria as deemed by the County and as determined by the selection committee and the County Mayor.

IX. REQUEST FOR QUOTATION

Shelby County **A C WHARTON, JR.,** ***MAYOR***
Tennessee

2/6/2008

Gentlemen:

Attached is our request for quotation, **RFP-08-002-45 or," 2007-2008 ASPHALT SURFACING PROGRAM, PAHSE 1.**

A PRE-BID CONFERENCE WILL BE HELD ON FEBRUARY 20, 2008 AT 10:00 A.M., AT THE SHELBY COUNTY ROAD DEPARTMENT, 6449 HALEY ROAD, MEMPHIS, TN 38134.

PROPOSAL FORMS MUST BE OBTAINED FROM THE SHELBY COUNTY ROAD DEPARTMENT, 6449 HALEY ROAD, MEMPHIS, TENNESSEE 38134, UPON RECEIPT OF A $100.00 NON- REFUNDABLE DEPOSIT.

NOTE: VENDOR(S) WHO SUBMITS BIDS ARE REQUIRED TO PURCHASE DRAWINGS AND SPECIFICATIONS FROM THE PROJECT ARCHITECT/ENGINEER OR DEPARTMENT. VENDORS WHO SUBMIT BIDS AND DO NOT PURCHASE DRAWINGS AND SPECIFICATIONS BID(S) SHALL BE REJECTED AS BEING IN NON-COMPLIANCE WITH SPECIFICAITONS.

You will note that your bid is due no later than 3:00 P.M., Thursday, 3/6/08 , in the Office of the Administrator of Purchasing, 160 North Main Street, Suite 550, Memphis, TN 38103.

All bids will be opened and publicly read by the Shelby County Government at the time mentioned above in the Purchasing Department, suite 550, 160 North Main Street, Memphis, Tennessee 38103.

A consideration in determining the best low bid will be the bidder's local presence or ownership within Shelby County.

To receive an E.O.C. Eligibility Number, specific information must be received by the Shelby County Office of E.O.C at least 48 hours prior to the bid opening. To verify your E.O.C. Number or to receive information for obtaining a number, contact the Office of E.O.C., (901) 545-4336.

THE LABEL, WHICH IS ATTACHED TO THE SPECIFICATIONS SHALL BE COMPLETELY FILLED OUT AND ATTACHED TO THE BID SUBMISSION ENVELOPE. YOU MUST DISPLAY YOUR CURRENT E.O.C. ELIGIBILITY NUMBER ON THE OUTSIDE OF YOUR ENVELOPE. UNLESS THE LABEL IS COMPLETELY FILLED OUT AND YOUR CURRENT CERTIFICATION NUMBER OR ELIGIBILITY NUMBER IS NOTED THEREON, YOUR BID WILL BE RETURNED TO YOU UNOPENED. IF YOUR LABEL IS LOST OR MISPLACED, PLEASE NOTE THE APPROPRIATE INFORMATION IN THE LOWER LEFT-HAND CORNER OF YOUR ENVELOPE.

Bid bonds submitted by unsuccessful vendors will be returned upon award of contract [Tenn. Code Ann. §12-3-203 (j)].

The Shelby County Government reserves the right to alter, amend, or modify any provisions of the Bid, or to withdraw this Bid, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the Shelby County Government to do so.

If there are any questions on the above bid, please contact **Nelson Fowler** in Purchasing Department at (901) 545-4364.

Sincerely,

Clifton Davis,
Administrator of Purchasing

FORMS TO BE SUBMITTED.

LOSB FORM A: MUST BE COMPLETED AND SUBMITTED IN YOUR BID ENVELOPE

LOSB FORM B: MUST BE COMPLETED, SUBMITTED WITH YOUR BID AND ATTACHED TO THE OUTSIDE OF THE ENVELOPE DOCUMENTING ALL LOSB'S TO BE UTILIZED, THE PERCENTAGE OF UTILIZATION AND THE INTENDED SCOPE OF THE WORK.

LOSB FORM C- MUST BE COMPLETED AND SUBMITTED BY EACH LOSB PROVIDING SUBCONTRACTED GOODS AND OR SERVICES CERTIFYING THAT THEY ARE PERFORMING THE WORK AND THAT IT IS A COMMERCIALLY USEFUL FUNCTION.

LOSB FORM D-MUST BE COMPLETED AND SUBMITTED BY THE SUCCESSFUL CONTRACTOR EACH MONTH CERTIFYING ALL PAYMENTS MADE TO LOSB'S.

DRUG FREE WORKPLACE AFFIDAVIT-MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.

BID BOND- ALL BIDS MUST BE ACCOMPANIED BY A BANK CERTIFIED CHECK OF BANK DRAFT, LETTER OF CREDIT ISSUED BY ANY NATIONAL BANK OR APPROVED BID BOND FOR NOT LESS THAN 5% (PERCENT) OF THE AMOUNT OF THE BID. ALL PROPOSAL GUARANTEES SHALL BE MADE OUT TO THE COUNTY OF SHELBY.

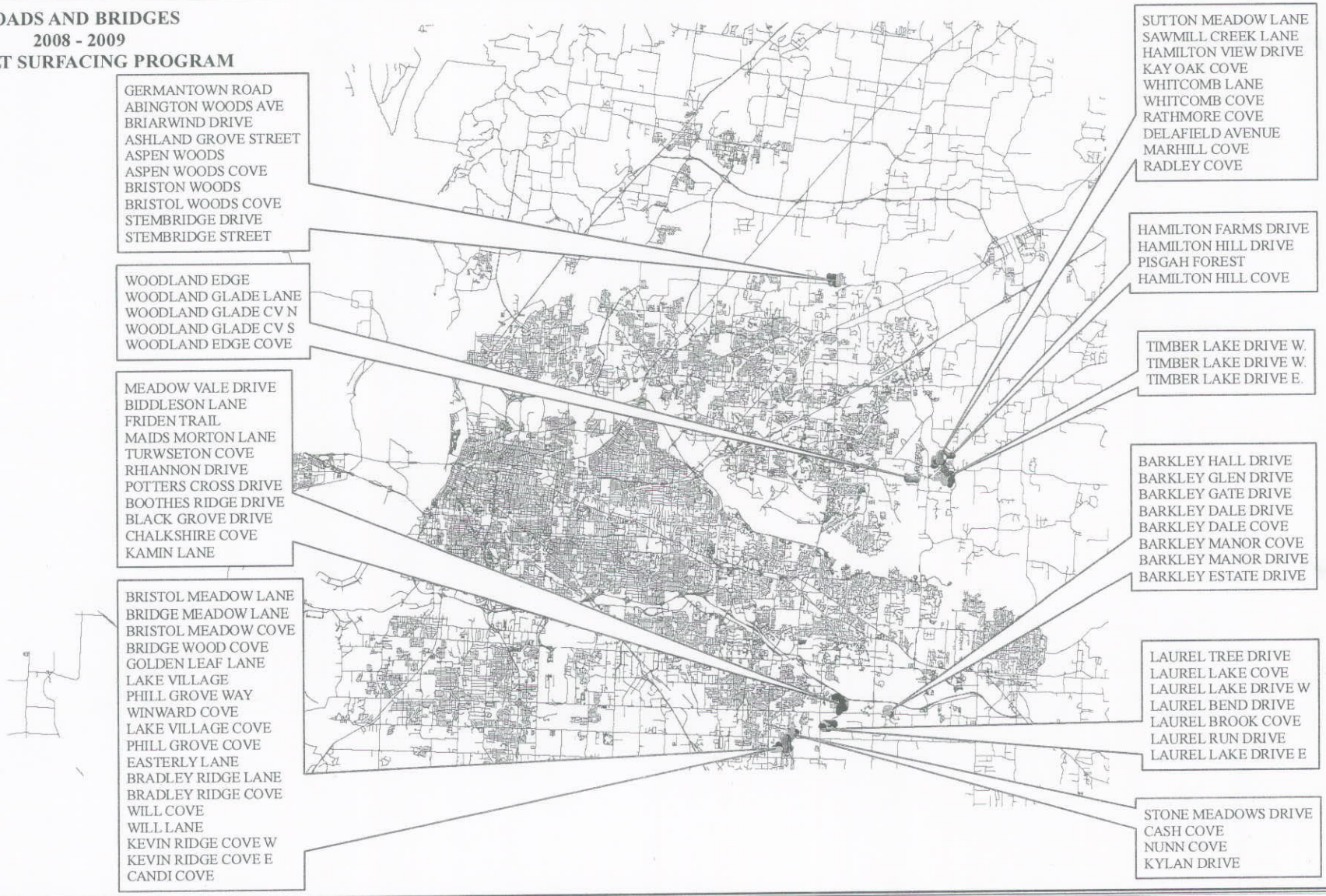
NOTE: LOSB FORM C AND D WILL BE SUBMITTED BY THE SUCCESSFUL CONTRACTOR.

FAILURE TO SUBMIT THE REQUIRED FORMS MAY RESULT IN YOUR BID BEING REJECTED AS BEING IN NON-COMPLIANCE WITH BID REQUIREMENTS.

Exhibit A

NO	STREET NAME	LOCATION	MAP
1	Timber Lake Drive W	From Macon Road to Timber Lake Drive East	172-E,J
2	Timber Lake Drive W	From Timber Lake Drive East to cul-de-sac	
3	Timber Lake Drive E	From Timber Lake Drive W to cul-de-sac	
4	Laurel Tree Drive	From Hacks Cross Drive to Laurel Lake	97-C,D
5	Laurel Lake Cove	From Laurel Lake to cul-de-sac	
6	Laurel Lake Drive W	From Laurel Run Drive to Laurel Bend Drive	
7	Laurel Bend Drive	From Laurel Lake Drive E to end	
8	Laurel Brook Cove	From Laurel Lake Drive E to cul-de-sac	
9	Laurel Run Drive	From Laurel Lake Drive W to end	
10	Laurel Lake Drive E	From Laurel Bend Drive to Laurel Run Drive	
11	Meadow Vale Drive	From Shelby Drive East to Owlswick	154-E,J
12	Biddleson Lane	From Freiden Trail to Rhiannon Drive	
13	Freiden Trail	From Meadowvale Drive to Maids Morton Lane	
14	Maids Morton Lane	From Freiden Trail to Rhiannon Drive	
15	Turwseton Cove	From Maids Morton Lane to cul-de-sac	
16	Rhiannon Drive	From Meadowvale Drive to Maids Morton lane	
17	Potters Cross Drive	From Owlswick to Boothes Ridge Drive	
18	Boothes Ridge Drive	From Potters Cross to Black Grove Drive	
19	Black Grove Drive	From Booths Ridge to Kamin Lane	
20	Chalkshire Cove	From Kamin Lave to cul-de-sac	
21	Kamin Lane	From Meadowvale Drive to Black Grove Drive	
22	Sutton Meadow Lane	From Hamilton View Drive to Pisgah Road	160-D
23	Sawmill Creek Lane	From Hamilton View Drive toSutton Meadow Lane	
24	Hamilton View Drive	From Carlton Ridge Drive to Stable Run	
25	Kay Oak Cove	From Carlton Ridge Drive to cul-de-sac	
26	Whitcomb Lane	From Carlton Ridge to end	
27	Whitcomb Cove	From Carlton Ridge cul-de-sac	
28	Rathmore Cove	From Carlton Ridge to cul-de-sac	
29	Delafield Avenue	From Carlton Ridge to end	
30	Marhill Cove	From Delafield Avenue to cul-de-sac	
31	Radley Cove	From Delafield Avenue to cul-de-sac	
32	Hamilton Farms Drive	From Sutton Meadows to Hamilton Hill Drive	172-A
33	Hamilton Hill Drive	From Trail Run to Pisgah Forest Lane	
34	Pisgah Forest	From Pisgah Road to Stable Run Drive	
35	Hamilton Hill Cove	From Pisgah Road to cul-de-sac	
36	Woodland Edge	From Woodland Run to Woodland Edge Cove	160-K
37	Woodland Glade Lane	From Woodland Run to Woodland Glade Cove	
38	Woodland Glade Cv N	From Woodland Glade Lane to cul-de-sac	
39	Woodland Glade Cv S	From Woodland Glade Lane to cul-de-sac	
40	Woodland Edge Cove	From Woodland Edge Lane to cul-de-sac	

2008 ASPHALT SURFACING PROGRAM, PHASE 1

NO	STREET NAME	LOCATION	MAP
41	Bristol Meadow Lane	From Walton Hill to Brook Shade Lane	96-L,M,R
42	Bridge Meadow Lane	From Bristol Meadow Lane to end	
43	Bristol Meadow Cove	From Britol Meadow Lane to cul-de-sac	
44	Bridge Wood Cove	From Bristol Meadow Lane to cul-de-sac	
45	Golden Leaf Lane	From Bristol Meadow Lane to Easterly Lane	
46	Lake Village	From Golden Leaf Lane to Easterly Lane	
47	Phill Grove Way	From Bradley Bridge Lane to Phill Grove Cove	
48	Winward Cove	From Lake Village to cul-de-sac	
49	Lake Village Cove	From Lake Village to cul-de-sac	
50	Phill Grove Cove	From Phill Grove Way to cul-de-sac	
51	Easterly Lane	From Millers Glenn Lane to Annadale Drive	
52	Bradley Ridge Lane	From From Phill Grove Way to Holmes Road E	
53	Bradley Ridge Cove	From Bradley Ridge Lane to cul-de-sac	
54	Will Cove	From Will Lane to cul-de-sac	
55	Will Lane	From Bradley Ridge lane to Will Cove	
56	Kevin Ridge Cove W	From Bradley Ridge Lane to cul-de-sac	
57	Kevin Ridge Cove E	From Brandley Ridge Lane to cul-de-sac	
58	Candi Cove	From Phill Grove Way to cul-de-sac	
59	Barkley Hall Drive	From Barkley Glen Drive to Barkley Estate Drive	206-E,J
60	Barkley Glen Drive	From Barkley Dale Drive to Barkley Drive	
61	Barkley Gate Drive	From Mayfield Drive to Barkley Glen Drive	
62	Barkley Dale Drive	From Barkley Glen Drive to Barkley Manor Drive	
63	Barkley Dale Cove	From Barkley Manor Drive to cul-de-sac	
64	Barkley Manor Cove	From Barkley Manor Drive to cul-de-sac	
65	Barkley Manor Drive	From Barkley Dale Drive to Barkley Hall Drive	
66	Barkley Estate Drive	From Shelby Drive East to Barkley Hall Drive	
67	Stone Meadows Drive	From Holmes Road to Morgan House Drive	97-K
68	Cash Cove	From Stone Meadows Drive to cul-de-sac	
69	Nunn Cove	From Stone Meadows Drive to cul-de-sac	
70	Kylan Drive	From Stone Meadows Drive to Gertrude Street	
71	Germantown Road	From Old Brownsville Road to end	125-L,M
72	Abington Woods Ave	From Briarwind Drive to Aspen Woods	
73	Briarwind Drive	From Cale Falls to N of Abington Woods	
74	Ashland Grove Street	From Old Brownsville Road to Cale Falls Drive	
75	Aspen Woods	From Abington Woods to Aspen Woods Cove	
76	Aspen Woods Cove	From Aspen Woods Lane to cul-de-sac	
77	Bristol Woods	From Old Brownsville to Cale Falls Drive	
78	Bristol Woods Cove	From Bristol Woods Drive to cul-de-sac	
79	Stembridge Drive	From Bristol Woods Drive to Stembridge Street	
80	Stembridge Street	From Stembridge Drive to N of Abington Woods	

ROADS AND BRIDGES
2008 - 2009
ASPHALT SURFACING PROGRAM