





**REQUEST FOR WAIVER**

Contractor \_\_\_\_\_ Name of Project \_\_\_\_\_

I do hereby request that an exception be granted to the requirement that a minimum of fifteen percent (15%) of the total value of this contract be placed with Minority Business Enterprises.

In connection with the above-captioned project and this request, I hereby certify that I am the \_\_\_\_\_ and duly authorized representative of  
(Title)

\_\_\_\_\_  
(Company Name & Address)

I further certify that I have submitted a Schedule for Participation of Minority Business Enterprises (MBEs), which reflects the percentage and dollar value of MBE participation, which my company expects to achieve for this contract. That percentage is \_\_\_\_\_% and the dollar value is \$ \_\_\_\_\_. Therefore, the Request for Exception is for \_\_\_\_\_ percentage and \_\_\_\_\_ dollar value.

To support this Request for Exception, I include the following information as attachments, which I certify to be true to the best of my knowledge, information and belief:

1. A statement of the efforts made by my company to contact and negotiate with MBEs, including the names, addresses and telephone numbers of MBEs contacted;
2. A description of the information provided by MBEs regarding the plans and specifications for portions of the work to be performed;
3. A statement of the efforts made by my company to select portions of the work proposed to be performed by MBEs in order to increase the likelihood of achieving the stated goal;
4. For each MBE, which placed a bid, which my company considers to be unacceptable, we are submitting a statement, which explains the basis for our conclusion that the minority business bid is unacceptable;
5. A list of minority subcontractors found to be unavailable with attached Minority Subcontractor Unavailability Certificate(s).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)



**SCHEDULE FOR PARTICIPATION OF MINORITY BUSINESS ENTERPRISE**

- 1. PRIME CONTRACTOR - NAME OF FIRM & ADDRESS: (Number, Street, City, State, Zip Code)

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

- 2. PROJECT LOCATION: (Number, Street, City, State, Zip)

\_\_\_\_\_

- 3. PROJECT NUMBER: \_\_\_\_\_

- 4. TOTAL CONTRACT DOLLAR AMOUNT: \$ \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

- 5. LIST THE DATA REQUESTED FOR EACH MINORITY FIRM INVOLVED IN THIS PROJECT:

\_\_\_\_\_

- a. MINORITY FIRM & ADDRESS: (Number, Street, City, State, Zip)

\_\_\_\_\_

\_\_\_\_\_

Work or Service to be performed:

\_\_\_\_\_

Project Commencement Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Agreed Dollar Amount: \$ \_\_\_\_\_

Percentage of Total Contract: \_\_\_\_\_ %

Certified by: MDOT and/or Prince George's County Government

Cert. No. \_\_\_\_\_

- b. MINORITY FIRM: (Number, Street, City, State, Zip)

\_\_\_\_\_

Work or Service to be performed:

\_\_\_\_\_

Project Commencement Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Agreed Dollar Amount: \$ \_\_\_\_\_

Percentage of Total Contract: \_\_\_\_\_ %

Certified by: MDOT and/or Prince George's County Government

Cert. No. \_\_\_\_\_

- 6. MINORITY FIRMS TOTAL DOLLAR AMOUNT: \$ \_\_\_\_\_
- MINORITY FIRMS TOTAL PERCENTAGE: \_\_\_\_\_ %