



BID DISCOUNTS

FINANCIAL INCENTIVES FOR CONTRACTORS

The City of Grand Rapids' Equal Business Opportunity Construction Program provides financial incentives to businesses seeking to bid on projects for the City of Grand Rapids. These voluntary financial incentives reward businesses that can substantiate their involvement in *specific activities* (see below) that complement the City's Strategic Plan.

The financial incentives or "Bid Discounts" range between 1% and 5%. Bid discounts allow an original bid amount to be discounted by a certain percentage *for purposes of evaluating and determining* the low responsive bid. The discounted bid amount will be used in the evaluation process of awarding to the low responsive, responsible bidder. The original bid amount will be the basis for contract award. For example, a \$100,000 bid with a 5% bid discount would be evaluated at \$95,000. However, \$100,000 would be paid to the successful bidder.

Bid discounts apply to all bids estimated at \$10,000 or more that are bid by the Engineering Department. Bid discounts may be used in any combination **not to exceed 5% or \$100,000**, whichever is lower.

For additional information about the Equal Business Opportunity – Construction Policy and Guidelines, including the Bid Discount Program please visit the City's website at www.grandrapidsmi.gov and search Office of Equity and Engagement then click the Supplier Diversity tab. Or contact the Office of Equity and Engagement by phone at (616) 456-3027.

OBTAINING BID DISCOUNTS

Bid discounts may be awarded for participation in the following activities: Local Workforce, Subcontractor Participation, Joint Ventures, Mentor Protégé, Private Sector Utilization, Veteran Owned Small Business (VOSB), GRPS School of Hope program, Institute for Healing of Racism, Family Friendly Policies, School to Registered Apprenticeship (STRA) Program, Other Innovative Programs and Practices and Adopt-A-Stream Programs. If you are requesting a bid discount or have been previously approved for an Annual Bid Discount by the Office of Equity and Engagement, you must note this on the Contractor's Worksheet and return with the bid documents.

The following chart summarizes each activity eligible for bid discounts along with what forms and documentation must be submitted, to whom they are to be submitted and the time frame in which they must be submitted. Additional information about each bid discount activity follows on the next page.

	SUMMARY OF BID DISCOUNTS	
Bid Discount Activity	Annual Bid Discount Request	Bid Application Required w/Documentation
Subcontractor Participation	Submit to Engineering Dept. with bid documents	Complete subcontractor Affidavit
Local Workforce	Submit to Office of Equity and Engagement fifteen (15) calendar days prior to bid opening with required documentation.	Attach EEO 201 and employment verification
Joint Venture	Submit to Engineering Dept. with bid documents	Must be pre-qualified with the Engineering Dept. as a Joint Venture prior to bid opening
Construction Workforce Development	Submit to Office of Equity and Engagement fifteen (15) calendar days prior to bid opening with required documentation	Employee work verification and program verification
Registered Apprenticeship	Submit to Office of Equity and Engagement fifteen (15) calendar days prior to bid opening with required documentation	Copy of Apprentice Certification from State of Michigan Department of Labor or Industry Recognized credential.
Mentor Protégé	Submit to Office of Equity and Engagement fifteen (15) calendar days prior to bid opening with required documentation.	Copy of Mentor Protégé Agreement (See EBO Construction Policy and Guidelines)
Private Sector Utilization	Submit to Office of Equity and Engagement fifteen (15) calendar days prior to bid opening with required documentation	Certified Micro-LBE firm names, project names, owner contact information, actual payment disbursement amount and dates, and the total company revenue for calendar year.
Veteran Owned Small Business (VOSB)	Submit to Office of Equity and Engagement fifteen (15) calendar days prior to bid opening with required documentation.	Attach evidence of registration with the Central Contractors Registry (CCR) as a veteran and small business.
GRPS School of Hope Program	Submit to Office of Equity and Engagement fifteen (15) calendar days prior to bid opening with required documentation.	Attach evidence of participation by at least 10% of firm's permanent workforce
Institutes for Healing Racism	Submit to Office of Equity and Engagement fifteen (15) calendar days prior to bid opening with required documentation	Attach evidence of completion of an institute by at least 10% of firm's permanent workforce.
Family Friendly Policies	Submit to Equal Opportunity Dept. fifteen (15) calendar days prior to bid opening with required documentation	Attach evidence of official recognition of a practice or policy by a federal, state or local organization
School-To-Registered Apprenticeship Program	Submit to Office of Equity and Engagement. fifteen (15) calendar days prior to bid opening with required documentation	Attach evidence of participation with (a) student who lives in the City of Grand Rapids, and (b) attends a Grand Rapids high school or Grand Rapids Public School's GED Testing program for the entire period of training and (c) student earns a Certificate of Completion from KISD.
Adopt-A-Stream Program	Submit to Office of Equity and Engagement fifteen (15) calendar days prior to bid opening with required documentation	Attach proof of active annual participation with West Michigan Environmental Action Council
Other innovative program or practice	Submit to Office of Equity and Engagement fifteen (15) calendar days prior to bid opening with required documentation	Complete form and attach documentation of other innovative program or practice to be reviewed by the Community Relations Commission

BID DISCOUNT DETAIL

Social Equity: The City will give up to 2% bid discounts to contractors showing that they currently employ City of Grand Rapids residents (lives within the City limits) as part of their permanent workforce.

Local Workforce: The City will give up to 2% bid discount to businesses showing that they currently employ City of Grand Rapids residents (living within the City limits) as part of their permanent workforce. **Submit Annual Bid Discount Request and EEO 201 form with all supporting documentation to the Office of Equity and Engagement at least fifteen (15) days prior to the bid opening date.**

Registered Apprenticeship- The City will give up to 3% bid discount to a company participating or employing an employee in a Registered Apprenticeship program approved by the Department of Labor’s Office of Apprenticeship for the State of Michigan can achieve 1-3 bid discount points, if they employ an Apprentice who received an industry recognized credential (“Completion of Registered Apprenticeship” certificate) that is portable and certifies occupational proficiency.

Prosperous Economy: Bid Discount will be applied to those businesses that support activities that improve the business environment and encourage business development in the area of mentor protégé and private sector utilization:

Subcontractor Participation: Bids will be discounted when utilization of certified Micro-LBE subcontractor participation is achieved by the contractor. **Provide this information with the bid response for each bid to the Engineering Department. The following schedule will be used to determine the discounted bid amount:**

Certified Micro-LBE Subcontractor Participation	Discount Percentage
1.0 – 2.5%	1.0%
2.51 – 5.0%	1.5%
5.01 – 7.5%	2.0%
7.51 – 10.0%	2.5%
10.01- 15.0%	3.0%
15.01–18.0%	4.0%
18.01% +	5.0%

Joint Venture: When at least one of the joint venture partners is a Micro-LBE, the City will apply a 5% discount. **Submit the Joint Venture’s Articles of Incorporation with the bid response for each bid to the Engineering Department.**

Mentor Protégé Program: The City will apply a bid discount of 2% to an approved mentor protégé programs that facilitate the business development of a small and emerging firm at complex skill and responsibility levels. Participating mentor protégé programs must be approved as meeting the following requirements:

Eligibility Requirements

A written agreement signed by both Mentor and Protégé organizations. Agreement must be a minimum of 18 months in total or aggregate. Agreement must have been in effect for at least six (6) months before eligible for bid discounts. Reporting requirements should be included.

Mentor Firms: Mentor firms shall be well established and experienced enough to provide developmental assistance. A mentor firm must have construction persons with sufficient knowledge and experience to help the protégé firm set improvement goals and set and meet deadlines. Mentor firms must be pre-qualified with the Engineering Department. A mentor firm may have multiple protégé firms provided the mentor

firm has the capacity to maintain the scope of activities agreed upon in the signed mentor protégé agreement.

Protégé Firms: Firms eligible to participate as a protégé must be pre-qualified by the Engineering Department as a small and emerging business. The Diversity and Inclusion Office will maintain a list of protégé firms. Protégé firms can have multiple mentors so long as a Mentor-Protégé agreement is not a duplication of the assistance provided by another Mentor-Protégé agreement.

Scope: The City of Grand Rapids encourages and supports mentor protégé programs that provide a broad array of services and resources to facilitate the growth and development of small and emerging firms. The scope of services that can be provided by a mentor firm should include but not be limited to:

- Management guidance in finance, organization and workforce development,
- Technical or engineering assistance,
- Marketing, networking and public relations assistance, and
- Free or reduced cost for use of facilities and/or equipment.
- Mentor personnel may be temporarily assigned to the protégé firm for training purposes only.

Submit Annual Bid Discount Request form and completed copy of mentor protégé agreement to the Office of Equity and Engagement at least fifteen (15) calendar days prior to the bid opening date.

Private Sector Utilization: Prime contractors utilizing certified Micro-LBE subcontractors, pursuant to the City’s Equal Business Opportunity-Certification Policy, on non-City of Grand Rapids projects for work completed during the previous twelve (12) month period ending December 31st may be eligible for a bid discount based on the following schedule. **Submit documentation that includes the following information: Certified Micro-LBE firm names, project name, actual payment disbursement amount and dates, and the total company revenue for calendar year.**

Private Sector Micro-LBE Participation	Discount Percentage
5.0 – 10.0%	1.0%
10.01% +	2.0%

Veteran Owned Small Business (VOSB): A bid discount of 1% will be applied to contractors that show evidence of registration with the System of Award Management or SAM (formerly Central Contractors Registry (CCR) as a veteran and small business. **Submit Annual Bid Discount Request Form and along with supporting documentation to the Office of Equity and Engagement at least fifteen (15) calendar days prior to the bid opening date.**

Construction Workforce Development: Construction businesses may be eligible from 1-to-3 bid discount points if they provide employment opportunities for entry-level positions or higher for graduates of designated construction entry programs. One of the points is earned from Grand Rapids residency of hire. See contact information of designated programs on Diversity and Inclusion website.

Enriched Lives: Bid Discounts will be applied to contractors that can show evidence of community partnerships that enrich the lives of the citizens of Grand Rapids through any of the activities listed below during the previous twelve (12) month period ending December 31st. **Submit Annual Bid Discount Request Form and supporting documentation to the Diversity and Inclusion Office at least fifteen (15) calendar days prior to the bid opening date.**

Grand Rapids Public Schools SCHOOL OF HOPE Program: Evidence of participation by at least 10% of a firm’s permanent workforce.

Institute for the Healing of Racism: Evidence of completion of an institute by at least 10% of a firm’s permanent workforce.

Family Friendly Policies: Evidence of official recognition of a practice or policy by a federal, state or local organization as being family friendly.

School-To-Registered Apprenticeship (STRA) Program with Kent Intermediate School District (KISD): Evidence of participation with (a) a student who lives in the City of Grand Rapids, (b) attends a Grand Rapids high school or Grand Rapids Public School's GED Testing program for the entire period of training, and (c) student earns a Certificate of Completion from KISD, will be eligible for a 1% bid discount. Multiple participation (three or more) with students meeting the requirements in (a), (b) and (c) will be eligible for a 2% bid discount.

Other Innovative programs and practices: Evidence of activities done in partnership with Grand Rapids public schools, Grand Rapids non-public schools or with area colleges and universities such as job training programs, job re-entry programs, apprenticeship programs, mentorship and internship programs that provide evidence of positive impact on the objectives of the City's Sustainability Plan may be considered for bid discount.

Annual Bid Discount Request Form

Use this form to document all relevant activities in which your firm participated during the previous calendar year (January 1 – December 31). All discount accrued up to 5% will be applied to qualified projects bid during the current calendar year. Form and required documentation must be submitted to the Office of Equity and Engagement a minimum of 15 working days prior to the bid opening date.

Name of Company: _____ Contact: _____

Address: _____ City/State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ E-Mail: _____ Federal ID # _____

Name of Bid: _____ Bid Date: _____

1. Type of discount you are applying for (check all that apply):

Local Workforce (1-2% bid discount)

Attach a copy of the EEO 201 form (Verification of workforce info will be required)

Construction Workforce Development (1-3% bid discount)

Verification employment for graduates from designated construction entry programs (1-2), additional point for GR residency.

Registered Apprenticeship (1-3% bid discount)

Copy of Apprentice Certification from State of Michigan Department of Labor or Industry Recognized credential. (1-2), additional point for GR residency.

Mentor Protégé (2% bid discount)

Attach copy of Mentor Protégé Agreement

Private Sector Utilization (1-2% bid discount)

Attach documentation that includes the following information: Certified Micro-LBE firm names, project names, actual payment disbursement amounts and dates, and the total company revenue for calendar year.

Veteran Owned Small Business (VOSB) (1% bid discount)

Attach evidence of registration with the as a veteran and small business

GRPS SCHOOL OF HOPE Program (1% bid discount)

Attach evidence of participation by at least 10% of firm's permanent workforce.

Institutes for Healing Racism (1% bid discount)-See institutes for healing racism resources

Attach evidence of completion of an institute by at least 10% of firm's permanent workforce.

Family Friendly Policies (1% bid discount)

Attach evidence of official recognition of a practice or policy by a federal, state or local organization as being family friendly.

School-To-Registered Apprenticeship (STRA) Program (1-2% bid discount)

Attach evidence of participation as listed in EBO-Construction Guidelines.

Other innovative program or practice

Adopt-A-Stream Program (1% bid discount)

Attach proof of active annual participation with West Michigan Environmental Action Council in a full season of cleaning up, monitoring and restoring rivers or streams within the City of Grand Rapids.

Other innovative program or practice (1% or more bid discount)-Submit Other Innovative Program or Practice Form and attach additional relevant information or substantiation for review and consideration by the Community Relations Commission.

Additional information may be requested for each discount.

Authorized Signature – must be the owner or chief executive officer of the above listed company.

Signature

Title

Date

City of Grand Rapids, Michigan

Equal Business Opportunity-Construction

EEO 201

(Please complete all sections of this form to ensure compliance.)

Company Name:		Federal Taxpayer ID:	
Address:			
Phone Number:	Fax Number:	Type of Service Provided:	
General Manager: Phone:		EEO Officer: Phone:	
Relative MSA:		Are You Applying for a Tax Abatement? YES or NO (Circle)	

EEO JOB CATEGORY	Total	Current Permanent Workforce											
		WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	M/O M	M/O F
Officials/Managers													
Professionals													
Technicians													
Sales Workers													
Administrative Support													
Craft Workers													
Operatives (Semi-Skilled)													
Laborers (Unskilled)													
Service Workers													
Total Workforce													

Workforce within Grand Rapids City Limits _____ Number _____ %
Percentage Of total workforce

Employees who are City of Grand Rapids Residents _____ Number _____ %
Percentage Of total workforce

Employees who are City of Grand Rapids Residents AND who are GTA Residents _____ Number _____ %
Percentage Of City residents

Veteran Employees _____ Number _____ %
Percentage Of total workforce

Disabled Employees _____ Number _____ %
Percentage Of total workforce

WM = White or Caucasian Male
WF = White or Caucasian Female

HM = Hispanic Male
HF = Hispanic Female

NAM = Native American or American Indian Male
NAF = Native American or American Indian Female

BM = Black or African American Male
BF = Black or African American Female

AM = Asian Male
AF = Asian Female

M/O M = Multi Racial & Other Race Male
M/O F = Multi Racial & Other Race Female

Other Innovative Program or Practice Bid Discount Request Form

If you are requesting a bid discount in the area of Other Innovative Program or Practice for Enriched Lives or Clean Environment complete and attach your Annual Bid Discount Request Form.

1. Name of Company: _____ Contact: _____
Address: _____ City/State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____ E-Mail: _____ Federal ID # _____

2. Type of Other innovative program or practice bid discount you are applying for (check all that apply):

Enriched Lives

Clean Environment

Answer the following questions:

3. What is the direct impact on the City of Grand Rapids?

4. Did the program take place in the previous twelve (12) month period ending Dec 31? No Yes, date (s) _____

5. How does this program or practice further the goals of the City's Mission Statement and Sustainability Plan in the area of Enriched Lives or Clean Environment?

6. What is the benefit to the local citizens of Grand Rapids?

7. What was the level of employee participation by company?

8. *Is the program or practice verifiable by a third party?* No Yes, name and contact information

Name _____ Title _____
Organization _____ Telephone _____
Address _____ City, St. Zip _____

9. Is this a personal or a company wide initiative?

10. You may attach additional relevant information for consideration.

INSTITUTES FOR HEALING RACISM RESOURCES

Employers' Coalition, Institute for Healing Racism (IHR)

Grand Rapids Chamber of Commerce Initiative

Contact:.....Sonya Hughes, Diversity Programs Director

Voice:616.771.0321.

Website:www.grandrapids.org

Grand Rapids Area Center for Ecumenism (GRACE)

Faith-Based Institute for Healing Racism (FBIHR);

Community Institute for Healing Racism (CIHR)

Contact:.....Rev. David Baak

Voice:616-774-2321

Website:www.graceoffice.org

Inclusion Solutions

Institutes for Sharing My Story, **ISMS™**, an Institute for the Healing of Racism

Contact:.....Louis L. Barnes III

Voice:616-281-3865

Website:<http://www.4isms.com>

Institute for Healing Racism - Grand Rapids

Contact:.....Gloria Holmes

Voice:616-732-9267

Diversity Learning Center

Contact:.....Bob & Alicia Woodrick

Voice:616-234-3390

Website:www.grcc.edu/?PageID=1112

CONSTRUCTION WORKFORCE PROGRAM CONTACTS

YOUTHBUILD

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Ken Henderson, khenderson@bethany.org
GR Center for Community Transformation
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616.588.8127 (Ken)

Chris Wagner

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clwagner@energyczarinc.com

Innovation Central Academy for Design & Construction

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Misty Stalworth / Andrew Abissi
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JUMP START

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CARPENTRY – CAREER TRAINING

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110 Hall Street S.E.
Grand Rapids, MI 49507
Tel: (616) 243-6877
Fax: (616) 243-4012
<http://geraldrford.jobcorps.gov>
coleman.patrick@jobcorps.org

KISD-Career Exploration

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616.447.5691
