



**Purchasing & Professional Services**

**STEP 1: PROVIDE SOLICITATION / PROJECT INFORMATION.**

1. Date: 8/19/2015      2. Department: PW&E      3. Solicitation #: S25456  
 4. Solicitation /Project Name: Fire Hydrant Repair Parts      6. Contract Value: \$1,161,355.56  
 5. Description of Project: Fire Hydrant Repair Parts will be used to repair fire hydrants throughout the City.

**STEP 2: CALCULATE CONTRACT-SPECIFIC GOAL.**


*Please see Instructions for assistance with calculations.*

A	B	C	D	E	F	G	H
Work Element Description	NAICS Code	Cost for Each Work Element	% Cost of Contract	# of MWBE Firms (B2G)	# of All Firms	MWBE Availability	Goal % for Work Element
Hardware (gaskets, fittings, ect.)	423710-+ 425120	\$ 11,300.00	0.97%	83	1111	7.47%	0.07%
Transportation	484110	\$ 16,950.00	1.46%	12	412	2.91%	0.04%
Industrial Wholesalers (fire hydrant parts)	423840	\$1,133,105.56	97.57%	10	351	2.85%	2.78%
<b>Totals</b>		<b>\$1,161,355.56</b>	<b>100%</b>				<b>2.89%</b>

**STEP 3: PROVIDE GOAL CALCULATION INFORMATION FOR ITEMS # 7 - 10.**

7. List method used to calculate # of All Firms in Column F: U.S. Census Bureau  
 8. Calculated Contract-Specific Goal (Column H): 2.89%  
 9. If contract goal should be more or less than calculated Contract-Specific Goal, please explain further goal adjustments:  
In addition to the above calculated goal, the previous contract holder exceeded the 2.00% goal by achieving 3.24%.  
Therefore, a further goal adjustment rounding up the goal from 2.89% to 3.00% is recommended.  
 10. List Proposed Contract Goal:      MWBE      3.00%

**STEP 4: SIGN AND DATE FORM.**

Public Works & Engineering/ David Guernsey            Assistant Director      8/19/2015  
 Department Director / Designee      Signature      Title      Date

FOR OBO OFFICE USE ONLY:			
APPROVED:		DENIED:	
OBO Assistant Director or Designee	Date	OBO Assistant Director or Designee	Date



**3. REDUCED GOAL** (to be completed by the department prior to advertisement)

A. I am requesting a MWSBE contract-specific goal below the following city wide goals:

Construction (34%) Professional Services (24%) Purchasing (11%)

Yes  No  If yes, please complete a Contract-Specific Goal Request Form and submit with this form.

**4. GOAL REVISION AFTER ADVERTISEMENT**

A. I am requesting a revision of the MWSBE Goal that has already been advertised: Yes  No

B. Original goal: \_\_\_\_\_ C. Proposed new goal: \_\_\_\_\_ D. Advertisement date: \_\_\_\_\_

E. Will the project be re-advertised? Yes  No  F. Estimated dollar amount: \$ \_\_\_\_\_

G. Detailed reason for request:

Concurrence:

Jed Hodless 8/19/2015  
Requesting Department Initiator Date

WR [Signature] 8/19/2015  
Department Director or Designee Date

FOR OBO OFFICE USE ONLY:			
<b>APPROVED:</b>			
OBO Assistant Director or Designee	Date	OBO Reason	Tracking #
<b>DENIED:</b>			
OBO Assistant Director or Designee	Date	OBO Reason	Tracking #



# Goal Modification Request Form

1. Date: 12/02/2014 2. Requesting Department: PW&E 3. Solicitation Number: PENDING  
 4. Solicitation Name: Fire Hydrant Repair Parts 5. Estimated Dollar Amount: \$ 565,000.00  
 6. Description of Solicitation (*Attach Specifications/Supporting Documents*): Fire Hydrant Repair Parts which will be used by the Public Works and Engineering Department to repair fire hydrants throughout the City.

**PLEASE INDICATE WHETHER A PREVIOUS CONTRACT EXISTED FOR THIS SOLICITATION.**

- A. Previous Contract (if any): Yes  No  B. Previous Contract #: S23393 C. Goal on Last Contract: 2.0%  
 D. Was Goal Met? Yes  No  E. If goal was not met, what percentage did the vendor achieve? \_\_\_\_\_  
 F. Why wasn't goal achieved: \_\_\_\_\_

**SELECT ONE TYPE OF GOAL MODIFICATION REQUEST FROM THE FOUR OPTIONS BELOW.**

**1. WAIVER**

- A. I am requesting a waiver of the MWBE Goal: Yes  No   
 B. Reason for waiver: (Check One)  
 A public or administrative emergency exists which requires the goods or services to be provided with unusual immediacy  
 If goods and services are specialized, technical or unique nature as to require the City department to select its contractor without application of MWSBE provisions (such as contracts for expert witnesses, certain financial advisors or technical consultants);  
 MWSBE provisions impose an unwarranted economic burden or risk on the City or unduly delay acquisition of the goods or services, or is not in the best interest of the City; or  
 Level of MWSBE availability would produce minimal MWSBE participation.  
 Other: \_\_\_\_\_  
 C. Detailed Explanation for Waiver Reason: \_\_\_\_\_

**2. COOPERATIVE OR INTER-LOCAL AGREEMENT**

- A. Is this a Cooperative/Inter-Local Agreement? Yes  No   
 B. If yes, please specify the name of the Agreement: \_\_\_\_\_  
 C. Did the Department explore opportunities for using certified firms? Yes  No   
 D. Please explain how the Department explored opportunities for using certified firms: \_\_\_\_\_  
 E. Please explain why the Department did not explore opportunities for using certified firms: \_\_\_\_\_

# Department Services Contract-Specific Goal Request Evaluation

## Purchasing & Professional Services

1. Date: 12/12/14      2. Department: PWE      3. Solicitation #: \_\_\_\_\_  
 4. Solicitation /Project Name: Fire hydrants Repair Parts      6. Contract Value: \_\_\_\_\_  
 5. Description of Project: Fire hydrant parts to repair fire hydrantsthroughout the City

### STEP 2: CALCULATE CONTRACT-SPECIFIC GOAL.

*Please see Instructions for assistance with calculations.*

A	B	C	D	E	F	G	H
Work Element Description	NAICS Code	Cost for Each Work Element	% Cost of Contract	# of MWBE Firms (B2G)	# of All Firms	MWBE Availability	Goal % for Work Element
Hardware (gaskets, fittings, etc.)	423710 + 425120	\$ 11,300.00	2.00%	77	1078	7.14%	0.14%
Transportation	484110	\$ 16,950.00	3.00%	13	454	2.86%	0.09%
Industrial Wholesalers (fire hydrant parts)	423840	\$ 536,750.00	95.00%	9	355	2.54%	2.41%
Totals		\$ 565,000.00	100%				2.64%

### STEP 3: PROVIDE GOAL CALCULATION INFORMATION FOR ITEMS # 7 - 10.

7. List method used to calculate # of All Firms in Column F: U.S. Census Bureau

8. Calculated Contract-Specific Goal (Column H): 2.64%

9. If contract goal should be more or less than calculated Contract-Specific Goal, please explain further goal adjustments:

In addition to the above calculated goal, the previous contract holder exceeded the 2.00 % goal by achieving 3.24 %.  
Therefore, a further goal adjustment rounding up the goal from 2.64% to 3.00% is recommended.

10. List Proposed Contract Goal:      MWBE      3.00%



# Goal Modification Request Form

**3. REDUCED GOAL** (To be completed by the department prior to advertisement)

A. I am **requesting** a MWBE contract-specific goal below the following citywide goals:

Construction (34%); Professional Services (24%); Purchasing (11%)

Yes  No  If yes, complete a Contract-Specific Goal Request Form and submit with this form.

**4. GOAL REVISION AFTER ADVERTISEMENT**

A. I am requesting a **revision** of the MWBE Goal that has already been advertised: Yes  No

B. Original Goal: \_\_\_\_\_ C. New Proposed Goal: \_\_\_\_\_ D. Advertisement Date: \_\_\_\_\_

E. Will Project be Re-Advertised: Yes  No  F. Estimated Dollar Amount: \$ \_\_\_\_\_

G. Detailed reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Concurrence:

Jed Hopkins  
Requesting Department Initiator

12/02/2014  
Date

[Signature]  
Department Director or Designee

12/02/2014  
Date

**FOR OBO OFFICE USE ONLY:**

**APPROVED:**

<u>[Signature]</u>	12/12/14	limited MWBE availability	W-88
OBO Assistant Director or Designee	Date	OBO Reason	Tracking #

**DENIED:**

OBO Assistant Director or Designee	Date	OBO Reason	Tracking #



Purchasing & Professional Services

STEP 1: PROVIDE SOLICITATION / PROJECT INFORMATION.

1. Date: 12/2/2014      2. Department: PW&E      3. Solicitation #: PENDING  
 4. Solicitation /Project Name: Fire Hydrant Repair Parts      6. Contract Value: \$565,000.00  
 5. Description of Project: Fire Hydrant Repair Parts which will be used by the Public Works and Engineering Department personnel to repair fire hydrants through the City.

STEP 2: CALCULATE CONTRACT-SPECIFIC GOAL.

Please see Instructions for assistance with calculations.

A	B	C	D	E	F	G	H
Work Element Description	NAICS Code	Cost for Each Work Element	% Cost of Contract	# of MWBE Firms (B2G)	# of All Firms	MWBE Availability	Goal % for Work Element
Hardware	423710	\$11,300.00	2.00%	4	171	2.34%	0.05%
Transportation	484110	\$16,950.00	3.00%	13	454	2.86%	0.09%
Industrial Wholesalers	423840	\$536,750.00	95.00%	7	355	1.97%	1.87%
Totals		\$565,000.00	100%				2.01%

STEP 3: PROVIDE GOAL CALCULATION INFORMATION FOR ITEMS # 7 - 10.

7. List method used to calculate # of All Firms in Column F: US Census Bureau for Houston Area  
 8. Calculated Contract-Specific Goal (Column H): 2.01%  
 9. If contract goal should be more or less than calculated Contract-Specific Goal, please explain further goal adjustments:

10. List Proposed Contract Goal: MWBE 2.01%

STEP 4: SIGN AND DATE FORM.

Public Works & Engineering / David Guernsey  
Department Director / Designee

*DR Guernsey*  
Signature

Assistant Director  
Title

12/2/2014  
Date

FOR OBO OFFICE USE ONLY:

* <i>Conditionally</i> APPROVED: <i>see goal calculation</i> *		DENIED:	
<i>Wanda L. Hwang</i>	<i>12/12/14</i>		
OBO Assistant Director or Designee	Date	OBO Assistant Director or Designee	Date