

New York Main Street Program Bidding Requirements for Minority, Women, and Service-Disabled Veteran Owned Businesses

Under Articles 15-A and 17-B of the New York Executive Law, all state contracts are required to make affirmative efforts to ensure that New York State Certified Minority and Women Owned Business Enterprises (M/WBEs) and Service-Disabled Veteran Owned Businesses are afforded opportunities for meaningful participation in Program activities. New York State requires 20% of grant funds go to Minority Owned Businesses and 10 % to Women Owned Businesses. All grant awardees will be required to make a good faith effort to use M/WBEs, and document bid solicitation efforts including those to M/WBEs and the results thereof.

As such, Buffalo Place will require the following bidding procedures:

- All projects must create a written invitation to bid (via email, fax, mail, etc)
- All projects must include at least two bids for each contract
- All projects must submit a copy of the invitation to bid and the completed bid solicitation form (attached) to Buffalo Place at the time of bid solicitation
- As required by the State, all projects must document all contractors or firms invited to bid on projects, date of solicitation request, how requests were solicited, and follow ups if no bids received. Attached form will be returned to Buffalo Place for documentation.
- All contracts must solicit at least one bid from a minority AND one bid from a women owned business. Buffalo Place will provide a list of qualified MBE and WBE contractors from which to select and will provide links to additional sources.
- As required by the State, all bids must be sent directly to Buffalo Place from all contractor. Bids submitted to the property owner will be ineligible. We are happy to work with owners if they prefer to hold a formal bid opening; however, the State requires Buffalo Place, as Local Program Administrator, to receive the sealed bids prior to the opening.
- You may select any contractor to do the work, but NYMS will reimburse the low bid amount
- No work can begin on projects until Buffalo Place staff provides you with bid results and gives you notice to proceed

If these requirements are not met, reimbursement from the state is not possible and grant funds will not be available.

Bid Solicitation Log

Under Article 15-A and 17-B of the New York Executive Law, all recipients and their contractors are required to make affirmative efforts to ensure that New York State Certified Minority- and Women-Owned Business Enterprises (“M/WBEs”) and Service-Disabled Veteran-Owned Businesses (“SDVOBs”) are afforded opportunities for meaningful participation in Program activities. Prepare a bid solicitation log to identify all contractors or firms invited to bid on a contract expected to be reimbursed with program funds. Identify the NYS Certified M/WBE or SDVOB firms in the “Certification Type” column.

SHARS ID:	
LPA Name:	
Project Address(es):	
Estimated Project Award Amount:	

Firm Name	Certification Type	Contact Name	Trade/Capability	Date Work Scope provided to firm	How was scope provided to firm?	Follow-up Phone Call #1	Follow-up Phone Call #2	Will Bid? Y/N	Date Bid Received	Additional Information
	Select One									
	Select One									
	Select One									
	Select One									
	Select One									
	Select One									
	Select One									
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