

| <b>Minority Businesses Checklist</b> |   |
|--------------------------------------|---|
| <input type="checkbox"/>             | A subcontractor will not be used for any part of the work under this federal-aid contract, therefore the clauses below are not applicable, not check marked, and need not be completed. |

If a subcontractor is being used for any part of this work:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I used the services and assistance, as appropriate, of such organizations as the Small Business Administration and Minority Business Development Agency of the Department of Commerce to identify small and minority businesses, and women’s business enterprises, who may be qualified for this bid/work. |
| <input type="checkbox"/> | I placed qualified small and minority businesses, and women’s business enterprises, if there were any, on the solicitation list for this bid/work.   |
| <input type="checkbox"/> | I solicited small and minority businesses, and women’s business enterprises for this bid/work, if they are potential sources.  |
| <input type="checkbox"/> | When applicable, I divided total requirements, if it was economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.   |
| <input type="checkbox"/> | When applicable, I established delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.  |

\_\_\_\_\_  
Contract No.

\_\_\_\_\_  
Name, Job Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

| <b>Domestic Preference Checklist</b> |   |
|--------------------------------------|---|
| <input type="checkbox"/>             | No goods, products or materials are being purchased, acquired, and/or used for any part of the work under this federal-aid contract, therefore the clauses below are not applicable, not check marked, and need not be completed. This includes any subcontracted part of the work. |

If goods, products or materials are being purchased, acquired, and/or used for any part of the work:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I reviewed the purchase requirement and determined whether the goods or materials we are purchasing have the potential to contain materials that are not produced in the United States. |
| <input type="checkbox"/> | I researched to determine that, if goods would meet the requirement, whether some could be produced wholly in the US, some partly in the US or some wholly not made in the US.          |
| <input type="checkbox"/> | If the goods or materials may contain materials that are not produced in the United States, I requested that the bidders identify if their materials are produced in the United States. |
| <input type="checkbox"/> | As appropriate and to the greatest extent practicable for this purchase, I gave consideration for a preference for purchasing goods or materials produced in the United States.         |

\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
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| <b>Recovered Materials Checklist</b> |   |
|--------------------------------------|---|
| <input type="checkbox"/>             | No goods or materials are being purchased for this work that exceed \$10,000 or where the value of the quantity acquired during the preceding fiscal year exceeded \$10,000, therefore the clauses below are not applicable, not check marked, and need not be completed.         |
| <input type="checkbox"/>             | If goods or materials are being purchased for this work and may exceed \$10,000, I determined whether it would be possible for them to contain recovered materials.   |
| <input type="checkbox"/>             | If the goods or materials may exceed \$10,000 and could contain recovered materials, I requested that the bidders identify what percentage of their goods or materials contain recovered materials.   |
| <input type="checkbox"/>             | I reviewed the bidders' representations as to the percentage of recovered materials. If practicable, and if there was a satisfactory level of competition between the bidders, I chose the bidder whose goods or materials contain the highest percentage of recovered materials. |

\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
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| <b>Debarment, Suspension or Exclusion Checklist</b> |  |
|---|--|
| <input type="checkbox"/>                            | No subcontractor is being used for this contract, therefore the clause below is not applicable, not check marked, and need not be completed.   |
| <input type="checkbox"/>                            | When choosing a subcontractor, I entered the subcontractor's information in the System for Award Management (SAM) at <a href="https://SAM.gov/content/exclusions">https://SAM.gov/content/exclusions</a> , and confirmed they are not listed as being debarred, suspended or excluded. |

\_\_\_\_\_  
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\_\_\_\_\_  
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