



MWBE UTILIZATION PLAN

Contract No.: FAC 85

INSTRUCTIONS: This form must be submitted with any bid, proposal, response to request for qualifications or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award as required in the IFB, RFP or RFQ. This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each certified Minority and Women-owned Business Enterprise (MWBE) under the contract. Attach additional sheets if necessary. Making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Firms that do not perform commercially useful functions may not be counted toward MWBE utilization.

Contractor's Name, Address and Telephone No. New England Office Supply, 781-794-8800 135 Lundquist Drive Braintree, MA 02184	Federal Identification No. 042880476	Contract Description Location (Region) State of New York	MWBE Goals In Contract MBE 10 % WBE 20%
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Certified MWBE Subcontractors/Suppliers Name, Address, Telephone No, E-mail Address	Federal ID. No.	NYS ESD CERTIFIED		Detailed description of Work (Attach additional sheets if necessary)	Dollar Value of Subcontracts/ supplies/ services and intended performance dates of each component of the contract
		MBE	WBE		
		<input type="checkbox"/>	<input type="checkbox"/>		
S&B Computer and Office Products 17 Wood Road, Suite 700 Round Lake, NY, 12151-1708 800.254.8089 , nick@sbcomputers-office.com	141752798	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Distributor of janitorial supplies. Would warehouse and deliver a portion of our New York deliveries that were out of our delivery area.	20%+ of the contract awarded
		<input type="checkbox"/>	<input type="checkbox"/>		

IF UNABLE TO FULLY MEET THE MBE AND WBE GOALS SET FORTH IN THE CONTRACT, CONTRACTOR MUST SUBMIT A REQUEST FOR WAIVER (Form BDC 333)

Submission of this form constitutes the contractor's acknowledgement and agreement to comply with the MWBE requirements set forth under NYS Executive Law, Article 15-A and 5 NYCRR Part 142. Failure to submit complete and accurate information may result in a finding of noncompliance or rejection of the bid/proposal and/or suspension or termination of the contract.

Prepared By (Signature) <i>[Signature]</i>	Email Address BidAnalysisTeam@neosusa.com
Name and Title of Preparer (Print or Type) Anes Patel Pant, Corporate Secretary	Telephone No. 781-794-8800 Date 3/5/2015

FOR MWBE USE ONLY

Reviewed By <i>[Signature]</i>	Date 3/26/15			
Utilization Plan Approved <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date 3/26/15			
Contract No.	Project No: (If applicable)	Contract Award Date	Estimated Completion Date	Contract Amount Obligated
Notice of Deficiency Issued <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date 3/13/15	Comments:		
Notice of Acceptance Issued <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date 3/26/15			