



**MWBE UTILIZATION PLAN**

Contract No.: IFB 22830

**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. Staples Contract & Commercial, Inc 21A Railroad Avenue Albany NY 12205	Federal Identification No. 04-3390816	Contract Description Location (Region) <b>GREEN CLEANING PRODUCTS, PROGRAMS, EQUIPMENT AND SUPPLIES (FAC85)</b>	MWBE Goals in Contract MBE <b>10</b> % WBE <b>10</b> %
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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		
Proftech 200 Clearbrook Road Elmsford NY 10523 1-800-397-8354	13-3978457	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proftech will serve as a facilities supply reseller to any State entity wishing to purchase facilities from a NYS ESD Certified MBE.	TBD, based on business awarded
American Paper Converting, Inc.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supplier of paper products	Working with APC to obtain NYS certification
		<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 tom.heisroth@staples.com
Name and Title of Preparer (Print or Type) Thomas W. Heisroth, SVP Staples Advantage Sales	Telephone No. 303-664-3617 Date 5/5/15

**FOR MWBE USE ONLY**

Reviewed By <i>[Signature]</i>	Date 5/13/15			
Utilization Plan Approved <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date 5/13/15			
Contract No.	Project No. (if applicable)	Contract Award Date	Estimated Completion Date	Contract Amount Obligated
Notice of Deficiency Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Comments: <i>Accepted with Notice.</i>		
Notice of Acceptance Issued <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date 5/13/15			