



MWBE UTILIZATION PLAN

Contract No.: RFP 1877

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. FM Office Express, Inc. 106 Despatch Dr. East Rochester, NY 14445	Federal Identification No. 16-1478699	Contract Description Location (Region) Installation of Modular Furniture Building 5 Harriman Campus Albany, NY	MWBE Goals in Contract MBE 10 % WBE 10%
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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		
FM Office Express, Inc. - Prime Contractor 106 Despatch Dr East Rochester, NY 14445 Tel. 585-238-2875 e-mail fmorales@fmop.com	16-1478699	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Labor to Install Steelcase Modular Furniture	Self
Interior Solutions of WNY LLC 472 Franklin St Buffalo, NY 142020 Tel 716-332-0372	11-3774585	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor to install Steelcase Modular Furniture	up to 10%
Meadows Office Furniture 400 Packets Landing Fairport, NY 14450 Tel. 585-425-7420 ext 238	13-258670	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor to install Steelcase Modular Furniture	up to 10%

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)	Email Address fmorales@fmop.com
Name and Title of Preparer (Print or Type) Fabricio S Morales	Telephone No. 585-238-2875 Date 11/20/14

FOR MWBE USE ONLY

Reviewed By	Date 12/16/14
Utilization Plan Approved <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date 12/16/14

Contract No.	Project No. (If applicable)	Contract Award Date	Estimated Completion Date	Contract Amount Obligated
Notice of Deficiency Issued <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date	Comments:		
Notice of Acceptance Issued <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date 12/17/14			