



NYS OFFICE OF GENERAL SERVICES

Serving New York

MWBE UTILIZATION PLAN

Contract No.: T003386

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.

Contractor's Name, Address and Telephone No. Upgrade Services 33 West 19th St. 4th floor, New York, NY 10011	Contract Description Location (Region) Empire State Plaza, Albany	MWBE Goals In Contract MBE 10 % WBE 10 %
Federal Identification No. 45-5277578		

Certified M/WBE 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		
United Print Group 36-36 33rd St., Long Island City, NY 11106 718 392 4242 rsanchez@unitedpg.com	13-3034937	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Uniforms, Truck Decals, Signage, Advertising, Stationary, Other Printing	\$10,000
Keystone Electrical Manufacturing Co 2511 Bell Avenue, Des Moines, IA (515) 283-2567 info@KeystoneEMC.com		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical Components	TBD by contract need
Premier Industrial Supply 30 West Dexter Plaza, Pearl River, NY (845) 201-8371		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical Components	TBD by contract need

IF UNABLE TO FULLY MEET THE MBE AND WBE GOALS SET FORTH IN THE CONTRACT, CONTRACTOR MUST SUBMIT A REQUEST FOR WAIVER (Form MWBE 101/BDC 333)

Submission of this form constitutes the contractor's acknowledgement and agreement to comply with the M/WBE 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 john@upgradeserve.com
Name and Title of Preparer (Print or Type) John McDermott	Telephone No. (646) 619-1377
	Date 3/25/13

FOR M/WBE USE ONLY

Reviewed By	Date 3/25/13
Utilization Plan Approved <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date

Contract No.	Project No. (If applicable)	Contract Award Date	Estimated Completion Date	Contract Amount Obligated
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Notice of Deficiency Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Description of Work
Notice of Acceptance Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	