



CITY OF HOUSTON

Department of Public Works and
Engineering

Interoffice

Correspondence

To: Carlecia Wright, Director
Office of Business Opportunity
611 Walker, 7th Floor

From: [AD Name]
[Title]
[Branch]

Date: [Date]

Subject: **WAGE RATE & MWSBE FACT SHEET**

The Wage Rate and MWSBE Information for the named construction project is as follows.

Project Name: [Legal Project Name]
Project Number: [WBS No.]
Description: [Project Description]
Location: [Project Location]
Project Manager: [Project Manager Name] [Telephone Number]
Council District & [Council District]
Council Member: [Council Member Name]

Wage Clearance:

This project's Bid Documents contain the appropriate language with regard to City and federal policies pertaining to equal employment opportunity and labor standards. The applicable wage rate(s) contained in this document is (are) correct.

Wage Rates Included (Check all that apply):

_____	U.S. Dept. of Labor Wage Determination (Doc. 00810) Decision No.	_____	Dated: _____
_____	U.S. Dept. of Labor Wage Determination (Doc. 00811) Decision No.	_____	Dated: _____
_____	U.S. Dept. of Labor Wage Determination (Doc. 00812) Decision No.	_____	Dated: _____
_____	Wage Rate for Engineering Construction (Doc. 00820)	_____	Dated: _____
_____	Wage Rate for Building Construction (Doc. 00821)	_____	Dated: _____

MWSBE Clearance:

Bid Documents contain appropriate language to comply with City of Houston Code of Ordinances, Section 15, Articles V, VI and IX, pertaining to the City's MBE and SBE contract Participation Program.

MWSBE Goal:

The [Department] has evaluated the Contract and established a [MBE goal] percent MBE goal [or no MBE goal] for this Project, a [WBE goal] percent WBE goal [or no WBE goal] for this Project. Contractors may receive credit for SBE participation up to 4 percent of the MBE or WBE goal.

«Initials1»

c: Daniel R. Menendez, P.E.
Tim Lincoln, P.E.
Morris Scott, Manager, Office of Business Opportunity

**INSTRUCTIONS FOR DOCUMENT 00106
WAGE RATE AND MWSBE FACT SHEET**

PURPOSE: The Wage Rate and MWSBE Fact Sheet notifies the Office of Business Opportunity of the impending advertisement of the Project and that the Wage Rates and MWSBE participation facets of the Project are in compliance with City and/or Federal requirements.

APPLICATION: This document should be submitted to Office of Business Opportunity prior to advertising the Project and after Bid Documents have been reviewed and found to be in compliance.

RESPONSE: None required.

INSTRUCTIONS: This document is prepared by Project Manager and forwarded to Approval Authority for its response.

Word Processor replaces italicized text and brackets with corresponding information. The following instructions correspond to bracketed-italicized fields on the form, reading from top to bottom.

1. Insert name of Contracting Department in header under "City of Houston".
2. FROM: Insert name and division (or branch) of Assistant Director for that division or branch. Affix any special suffix to the name (e.g. "P.E.").
3. DATE: Insert date document will be sent.
4. Insert Project name as stated in Contract documents.
5. Insert Project WBS/CIP/AIP.
6. Insert Project description and/or Scope of Work.
7. Insert Project location information such as address and keymap grid.
8. Insert Project Manager's name and telephone number.
9. Insert Council District letter in which the Project is located and Council Member's name.
10. Check Wage Rate(s) that apply.
11. Insert name of Contracting Department.
12. Edit verbiage in last paragraph to indicate what kinds of participation goals apply and to what degree (i.e. percentage).
13. Insert appropriate initials, any intermediate authority's initials and typist's initials.
14. Insert any additional names needed to the distribution list.