



**Town of Jamestown**  
**Minority Business**  
**Participation Outreach Plan**

**Adopted November 16, 2010**

In accordance with G.S. 143-128.2, the Town of Jamestown establishes a plan that will assist the Town in reaching the goal of 10% minority business participation in building construction and repair projects in the amount of \$300,000 or more (\$100,000 or more if the Town receives State funds for the project). This plan will remain in effect until statutory or procurement rules change or policy effectiveness dictates amendment.

The intent of this plan is that the Town of Jamestown, as awarding authority for building construction and repair projects, and the contractors and subcontractors performing the contracts awarded, shall cooperate and in good faith do all things, legal, proper and reasonable to achieve the goal of 10% for participation by minority businesses in each applicable project. Nothing in this plan shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

The Town of Jamestown will research the Historically Underutilized Business (HUB) resources, as projects that are applicable under G.S. 143-128 are about to be advertised, and will record all HUBs which have registered on the sites. Resources to be checked are as follows:

State of North Carolina, Department of Administration, HUB website database

City of Charlotte MWBE Vendor Listing

UNC Prospective NC HUB Firms Listing

N.C. Department of Transportation MWBE site

City of Winston-Salem, MWBE Directory

The Town of Jamestown will, on or before any publication of a notice of bid, email or mail a copy of the notice to bid to selected HUB's, which have registered with any of the above sites, for the particular category being bid.

The Town of Jamestown will advertise in a local newspaper, currently the Jamestown News; and a regional urban newspaper. In addition, the Town of Jamestown will advertise on the Town website. These advertisements will include a notice that all bidders, especially HUB's are invited and encouraged to submit a bid.

The Town of Jamestown will maintain a listing of all HUB's who contact the Town to request that they be notified of a public bid offering. All HUB's on such list will be furnished a copy of all advertisements for invitations for bid in the categories they have requested. The advertisement will be at least 10 days in advance of the bid opening. The advertisement will include a description of the work for which the bid is being solicited, the date, the time, and location where bids may be submitted and where bids will be opened, the name of the Town representative who is available to answer questions about the project, where bid documents may be reviewed or a copy obtained, and any other special requirements that may exist.

A representative of the Town of Jamestown will attend all scheduled pre-bid conferences conducted for projects that are applicable under G.S. 143-128.

The Town of Jamestown will furnish, upon request, a copy of this plan.