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**MWBE CONTRACTOR UNAVAILABILITY CERTIFICATION**

PROJECT/CONTRACT (If applicable) #

I, \_\_\_\_\_, \_\_\_\_\_  
(Contractor/Vendor name) (Title)  
of \_\_\_\_\_  
(Company) (Address)

certify that on \_\_\_\_\_ I contacted the following New York State Certified MWBE to obtain bids for work  
(Date)  
to be performed on the above-mentioned contract.

List of names of MWBEs, and type of work that bids were requested:

To the best of my knowledge and belief, said New York State Certified Minority/Women Business Enterprise contractor(s) was unavailable for work on this project, or unable to prepare a bid for the following reasons:

Please check appropriate reasons given by each MBE/WBE firm contacted above.

- I did not have the capability to perform the work
- Contract too small
- Remote location
- Received solicitation notices too late
- Did not want to work for this contractor
- Other (give reason)

Signature of Prime Consultant/Contractor

Title

Date