

How to search for City of Cleveland Certified Firms & Good Faith Efforts Narrative and Documentation

1. Go to www.cleveland.diversitycompliance.com
2. Click hyperlink “Search Certified Directory”, see graphic below:

Vendor Certification
Search and/or join our database of CSB/MBE/FBE/LGBTBE and Section 3 Businesses

[Search Certified Directory](#)

[Apply for / Renew Certification](#)

Account Access
Lookup Vendor accounts or reset user passwords

[Account Lookup](#)

[Forgot Password](#)

Contracts
Search by contractor, contract number or description

[Contract Search](#)

System Training
Learn how to fully utilize our system with a live trainer

[Training](#)

Outreach
Opportunities for vendor involvement

[View Outreach Opportunities](#)

About the System
Learn more about this system and how it works today

[Information for Vendors](#)

[Home](#) | [Community](#) | [Business](#) | [Visitors](#) | [Kids & Teens](#) | [Government](#) | [Contact Us](#) | [Privacy Policy](#)

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3. Select the CSB, FBE, MBE certifications and enter a general search key words:

Search results may be downloaded to Excel, by clicking the "Download Results to Excel" button after your search results are displayed. To download the full Certification Directory do not enter search criteria, scroll to the bottom of the page and click the "Download Entire Directory to Excel" button.

Search by Certification Type

Certifications

- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Cleveland Small Business (CSB)
- Disadvantaged Business Enterprise (DBE)
- Female Business Enterprise (FBE)
- HUD Section 3 (Section 3)
- LGBT Business Enterprise (LGBT)
- Local Producer Enterprise (LPE)
- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Storefront Renovation Program (SRP)
- Sustainable Business Enterprise (SUBE)

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Search by Contact Person

Contact Person/Owner

First name

Last name

Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City

Zip Code

Tip: Search for multiple zip codes by separating with commas.

State

Search by Reference

Category

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4. Below is the output:

Search Parameters [Show directory information and instructions](#) Edit Parameters Clear Parameters

Certifications Cleveland Small Business (CSB)
Female Business Enterprise (FBE)
Minority Business Enterprise (MBE)

Business Description Foundation

Search Again Download Search Results

Search Results 8 firms with 11 certifications found
Click the certification type for contact information and certification details

Vendor	Location	Certification
21st Century Concrete Construction, Inc.	Cleveland, OH	CSB
CATTS CONSTRUCTION INC	Warensville, OH	CSB
Chemsteel Construction Co.	MIDDLEBURGH HTS, OH	CSB FBE
Envirocom Construction Inc.	Beachwood, OH	CSB
Resitech Construction LLC. DBA no	Cleveland, OH	CSB MBE
Ruccella Construction, Inc.	CLEVELAND, OH	CSB MBE
Solar Testing Laboratories, Inc.	BROOKLYN HTS, OH	CSB
VMI Group, Inc.	Macedonia, OH	FBE

5. Export to Excel:

Search Parameters [Show directory information and instructions](#) Edit Parameters Clear Parameters

Certifications Cleveland Small Business (CSB)
Female Business Enterprise (FBE)
Minority Business Enterprise (MBE)

Business Description Foundation

Search Again Download Search Results

You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 209.130.203.130 on this website are tracked.

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[Privacy](#) [Terms](#)

Include Commodity Codes in download

Download to Excel Download to CSV Cancel

Search Results 8 firms with 11 certifications found
Click the certification type for contact information and certification details

Vendor	Location	Certification
21st Century Concrete Construction, Inc.	Cleveland, OH	CSB

6. Excel Output

- a. Save a clean printout for your OEO good faith documentation.
- b. Save a second copy so you can edit, etc.

Company Name	DBA Name	Owner First	Owner Last	Physical Address	City	State	Zip	Mailing Address
21ST CENTURY CONCRETE CONSTRUCTION, INC.		PATRICK	BUTLER	13925 ENTERPRISE AVENUE	CLEVELAND	OH	&ENSP;44135	13995 ENTERPRISE AVENUE
CATTS CONSTRUCTION INC		MICHAEL	DEMPSEY	21223 AURORA ROAD	WARENSVILLE	OH	&ENSP;44146	PO BOX 361056
CHEMSTEEL CONSTRUCTION CO.		VICKI	ANDERSON	7850 FREEWAY CIRCLE STE 110	MIDDLEBURGH HTS	OH	&ENSP;44130	7850 FREEWAY CIRCLE STE 110
CHEMSTEEL CONSTRUCTION CO.		VICKI	ANDERSON	7850 FREEWAY CIRCLE STE 110	MIDDLEBURGH HTS	OH	&ENSP;44130	7850 FREEWAY CIRCLE STE 110
ENVIROCOM CONSTRUCTION INC.		THOMAS	O'DONNELL	23632 MERCANTILE RD.	BEACHWOOD	OH	&ENSP;44122	23632 MERCANTILE RD.

7. You can hide columns you do not need and show the ones you are interested as shown below:

Company Name	Email	Agency	Certification Type	Renewal
21ST CENTURY CONCRETE CONSTRUCTION, INC.	PAT@21STCCC.CO	CLEVELAND	CSB	7/18/2018
CATTS CONSTRUCTION INC	MDEMPSEY@CATTSCONSTRUCTION.COM	CLEVELAND	CSB	5/1/2018
CHEMSTEEL CONSTRUCTION CO.	VANDERSON@CHEMSTEEL.COM	CLEVELAND	CSB	6/1/2018

8. You can add columns for your good faith documentation:

The screenshot shows an Excel spreadsheet titled 'Directory_2018-03-28'. The table has the following structure:

	A	R	T	V	W	X
	Company Name	Certification Type	Capability	Request Proposal / Bid sent on:	Proposal Evaluation Outcome:	Awarded to:
7	21ST CENTURY CONCRETE CONSTRUCTION, INC.	CSB	POURED CONCRETE CONSTRUCTION: STRUCTURAL & FOUNDATION			
8	CATTS CONSTRUCTION INC	CSB	WATER & SEWER LINE & RELATED STRUCTURES; POURED CONCRETE FOUNDATION & STRICTIRES' SITE PREPARATION CONTRACTORS.			
9	CHEMSTEEL CONSTRUCTION CO.	CSB	GENERAL CONTRACTOR: ACID PROOF & CORROSION RESISTANCE INSTALLATION, SITE PREP & EXCAVATION, BUILDING & EQUIPMENT FOUNDATIONS, SLAB ON GRADE STRUCTURAL STEEL ERECTION, SECONDARY CONTAINMENT, DESIGN/BUILD SERVICES & PRE-ENGINEERED BUILDING.;			
10	CHEMSTEEL CONSTRUCTION CO.	FBE	GENERAL CONTRACTOR: ACID PROOF & CORROSION RESISTANCE INSTALLATION, SITE PREP & EXCAVATION, BUILDING & EQUIPMENT FOUNDATIONS, SLAB ON GRADE STRUCTURAL STEEL ERECTION, SECONDARY CONTAINMENT, DESIGN/BUILD SERVICES & PRE-ENGINEERED BUILDING.;			
11	ENVIROCOM CONSTRUCTION INC.	CSB	GENERAL CONTRACTOR SPECIALIZING IN CARPENTRY, EXCAVATION, HEAVY & CIVIL ENGINEERING, AND CONCRETE FOUNDATIONS & STRUCTURAL CONTRACTOR.;			
12	RESITECH CONSTRUCTION LLC	CSB	GENERAL CONTRACTOR SPECIALIZING IN			

9. Good Faith Efforts Narrative and Documentation

Provide a **(1)** cover letter listing the **OEO Project Name**, **(2)** an overall narrative summarizing good faith efforts and the reason for the short fall.

If your good faith efforts include documentation of efforts to contract with certified subcontractors, i.e. bid lists, price submissions, and other contract documentation, please provide **(3)** a print out of the original dated OEO search output in excel format, **(4)** a chart which explains those efforts **by craft** (Roofing, Carpentry, Etc.) **or type** (Restaurant Equipment, etc.) employed or purchased for the project and **(5)** corresponding documentation.

Consider the below a rough example of the expected documentation:

Craft: Roofing

Roofing: We sent out via fax 7 requests for proposals / bids to the following companies on April 26, 2015:

Company:	City of Cleveland Certification Status:	Request Proposal / Bid Sent on:	Proposal / Bid Evaluation Outcome:	Awarded Bid to:
1. ABC ASSOCIATES		April 26, 2015 Via Fax See Attachment "Roofing - A "	\$7,900 bid received. Available to work immediately. See Attachment "Roofing - J "	Awarded to this company. It was the best bid we received.
2. CDE FIRM	MBE / CSB	April 26, 2015 Via Fax See Attachment "Roofing - B "	\$8,000 bid received. Available to work immediately See Attachment "Roofing - K "	
3. FQE UNLIMITED	FBE	April 26, 2015 Via Fax See Attachment "Roofing - C "	\$8,900 bid received. Available to work immediately See Attachment "Roofing - L "	
4. TYC LLC.	CSB	April 26, 2015 Via Fax See Attachment "Roofing - D "	No Response	
5. BNC COMPANIES	MBE	April 26, 2015 Via Fax See Attachment "Roofing - E "	\$9,000 bid received. Available to work immediately See Attachment "Roofing - M "	
6. FDS COMPANY	FBE	April 26, 2015 Via Fax See Attachment "Roofing - F "	No Response	
7. OPL & ASSOCIATES	CSB	April 26, 2015 Via Fax See Attachment "Roofing - G "	Received a call back on May 1 st . Not available to work	

Attached are the following:

1. A print out of the original dated OEO search output in excel format.
2. Fax transmittals receipts for the requests for proposals / bids. Please see labeled attachments.
3. Proposals / bid responses we received in the order as listed above. Please see labeled attachments.

Every **craft or type** should be separated with chart of good faith efforts to facilitate the review. In addition, every attachment should be labeled.