



City of Tacoma
 Community & Economic Development
 Office of Small Business Enterprise
 747 Market Street, Rm 900
 Tacoma WA 98402
 253-591-5224 or 253-573-2435

SBE UTILIZATION FORM

This form is to document only the SBE subcontractors or material suppliers that will be awarded a contract. This information will be used in calculating the **EVALUATED BID**. Additional forms may be used if needed.

- Prime contractors are encouraged to solicit bids from SBE approved firms.
- Be sure to include this form with your bid submittal in order to receive SBE credit.
- It is the prime contractor's responsibility to check the certification status of SBE subcontractors prior to the submittal deadline.

Bidder's Name: _____

Address: _____ City/State/Zip: _____

Spec. No. _____ Base Bid * \$ _____ Are You a SBE Mentor? ** Yes No Are you using any SBE firms? Yes No

Complete company names and phone numbers are required to verify your SBE usage.

a. Company Name and Telephone Number	b. Scope of Work, Services or Supplies/Materials Provided	c. Bid Amount	d. Subcontractor (100%)	e. Material Supplier (20%)	f. Actual SBE Usage Dollar Amount
Enter Total of Actual SBE Usage Dollar Amount \$ ***					
Block g. Actual SBE Usage as a percent of the Base Bid: _____ %			Block h. Total SBE Usage: _____ %		

By signing and submitting this form the bidder certifies that the SBE firms listed will be used on this project including all applicable change orders.

 Type or Print Name of Responsible Officer / Title

 Signature of Responsible Officer

 Date

INSTRUCTIONS FOR COMPLETING SBE UTILIZATION FORM

The purpose of these instructions is to assist bidders in properly completing the SBE Utilization Form.

This form when submitted with your bid provides information to the City of Tacoma to accurately review and evaluate your proposed SBE usage.

1. * Base Bid is the prime contractor's bid, plus any alternates, additives and deductive selected by the City. Also, please refer to Item #9 below.
2. **Note: As a SBE Mentor you can receive up to 50% of the identified SBE goal that may be applied towards your SBE usage. Please check (√) appropriate field on the SBE Utilization Form.
3. *** This amount should total all dollar amounts included in Column "f."
4. Column "a" – List all SBE companies that you will be awarding a contract to if you are the successful bidder.
5. Column "b" – List the scope of work or services for each subcontractor **OR** list the materials/supplies provided.
6. Column "c" – The bid amount must be indicated for **all** listed **SBE** subcontractors and material suppliers that you plan on doing business with. This quote is the price that you and the subcontractor have negotiated prior to bid opening.
7. Column "d" – Indicate with a checkmark (√) if the SBE will serve as a subcontractor.
8. Column "e" – Indicate with a checkmark (√) if the SBE is a material supplier.
9. Column "f" – Actual SBE Usage Dollar Amount: Multiply the amount in Column "c" by 1.0 if subcontractor (d) is checked (√) OR by 0.20 if Material Supplier (e) is checked (√). Insert the total amount in this column.
10. Block "g" – The percent of actual SBE usage calculated on the Base Bid only and does not include any additional credit for being a SBE Mentor. (Divide your Total Actual SBE Usage Dollar Amount (Column "f") by your Base Bid (*) then multiply by 100 to get a percentage: \$ amounts from column "f" divided by Base Bid (*) x 100 = SBE usage as a percent of the Base Bid.)
11. Block "h" – Total SBE usage is the percent of "Actual SBE Usage" (Column f) plus up to 50% of **identified** SBE goal as a mentorship credit when applicable.
12. Whether or not you have SBE participation this form **MUST** be submitted with your bid proposal package to receive SBE usage.

It is the prime contractor's responsibility to check the status of SBE subcontractors prior to bid opening. Call the SBE Office at 253-591-5224 or 253-573-2435 for additional information.