SBE UTILIZATION FORM-A

This form is to document only the SBE subcontractors or material suppliers that will be awarded a contract. **This form strictly serves to document the SBE usage percentage and estimated SBE Usage Dollar Amount.** 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 using any SBE firms? □ Yes □ No

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

<table>
<thead>
<tr>
<th>a. Company Name and Telephone Number</th>
<th>b. Subcontractor (100%)</th>
<th>c. Material Supplier (20%)</th>
<th>d. Total SBE Utilization %</th>
<th>e. Estimated SBE Usage Dollar Amount</th>
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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 __________________________

CCD/SBE/FORMS revised December 2019
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. Column “a” – List all SBE companies that you will be awarding a contract to if you are the successful bidder.

3. Column “b” – Indicate with a checkmark (√) if the SBE will serve as a subcontractor.

4. Column "c" – Indicate with a checkmark (√) if the SBE is a material supplier.

5. Column “d” – Estimated SBE Usage is the anticipated SBE Utilization percentage.

6. Column “e” – Estimated SBE Usage Dollar Amount: Multiply the Base Bid by the Total SBE Usage percent (Column“d”). Insert the total amount in this column.

7. 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 253-591-5075 for additional information.