

CBI FORM 3: Subcontractor / Supplier Utilization Commitment

This form **MUST** be submitted at the time of Bid Opening. *Copy this CBI Form 3 as needed.* Failure to properly complete and submit Form 3 with the Bid constitutes grounds for rejection of the Bid.

Per Section 3.5 of the CBI Administrative Procedures Manual, the Subcontractor/Supplier Utilization Commitment (**CBI Form 3**), captures information regarding the SBEs and other subcontractors and suppliers that the Bidder intends to use on the Contract **FOR ALL TIERS**.

For construction contracts under \$500,000 SBEs must satisfy the requirements of Section 2 of the CBI Administrative Procedures Manual in order to count the work they intend to perform on the contract with its own current workforces towards the established Subcontracting Contract Goal and must list themselves below along with their projected utilization amount.

Bidder Name:	
Project Name:	
Established SBE Goal:	

List below all **SBEs** that you intend to use on this Contract. **NOTE: You will only receive credit for SBEs that are currently certified with the City as of the Bid Opening Date.**

SBE Vendor Name (Non-Hauling Service)	Description of work / materials	NIGP Code	Utilization

For all hauling services on this Contract, list below all SBEs that you intend to provide such work and the Total Projected Utilization (\$).

SBE Vendor Name (Hauling Services)	Description of work / materials	NIGP Code	Total Projected Utilization (\$)

Total Subcontractor / Supplier Utilization including SBEs

\$ _____

Total SBE Utilization

\$ _____

Total Bid Amount (including Contingency)

\$ _____

Percent SBE Utilization* (Total SBE Utilization divided by Total Bid Amount)

% _____

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List below all **non-SBEs (subcontractors and suppliers)** that you intend to use on this Contract

Vendor Name	Description of work / materials	NIGP Commodity Code

Letters of Intent submitted upon notice from the City

Per Section 3.5 of the CBI Administrative Procedures Manual, within three (3) Business Days after receiving a request from the City (or within such longer time as may be communicated by the City in writing), Bidders must submit a separate Letter of Intent (**CBI Form 4**) for each SBE listed on **CBI Form 3**. Each Letter of Intent must be executed by both the SBE and the Bidder. The City shall not count proposed SBE utilization for which it has not received a Letter of Intent by this deadline. The Bidder is still obligated to pay the SBE the full amount listed on the Contract with the SBE regardless of what percentage is actually counted towards the SBE Goal.

Adding subcontractors or suppliers after submitting this form

Nothing in this certification shall be deemed to preclude you from entering into subcontracting arrangements after submission of this form. However, per the CBI Administrative Procedures Manual, you must comply with the following:

- You must maintain the level of SBE participation stated in the Contract throughout the duration of the Contract, except as specifically allowed in Section 5
- If you need to terminate or replace a SBE, you must comply with Section 5.3
- If the scope of work on the Contract increases, or if you elect to subcontract any portion of work not identified on this form as being subcontracted, then you must comply with Section 5.4
- A Letter of Intent (**CBI Form 4**) must also be submitted for each SBE you add subsequent to contract award.

All Subcontractors and Suppliers must be registered with the City of Charlotte.

Pursuant to the City's Vendor Registration Policy, each subcontractor or supplier (non-SBE and SBEs) that you use on this contract must be registered in the City's vendor database.

Signature

Your signature below indicates that the undersigned firm certifies and agrees that:

- It has complied with all provisions of the CBI Policy and Administrative Procedures Manual; and,
- Failure to properly document such compliance in the manner and within the time periods established by the CBI Policy and Administrative Procedures Manual shall constitute grounds for rejection of your bid.

Signature of Authorized Official

Printed Name

Title

Submittal Date