

Charlotte Business INclusion

CBI FORM 3: Subcontractor / Supplier Utilization Commitment (page 1 of 2)

This form **MUST** be submitted at the time of Proposal Submission Date. *Copy this CBI Form 3 as needed.*

*This form (CBI Form 3) captures information regarding the SBEs and other subcontractors and suppliers that the Proposer intends to use on the Contract **FOR ALL TIERS**.*

Proposer Name:			
Contract Name:			
Project Number:	N/A	Established SBE Goal:	To Be Negotiated

List below all **SBEs** that you intend to use on this contract.

SBE Vendor Name	Description of work	NIGP Code	Vendor #	Total Projected Utilization (\$)
				N/A
				N/A
				N/A
				N/A
				N/A

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

Firm Name	Description of work	NIGP	Vendor #	Projected Utilization (if known) (\$)
				N/A
				N/A
				N/A
				N/A

Total SBE Utilization \$ N/A

Total Bid Amount (including Contingency) \$ N/A

Percent SBE Utilization* (Total SBE Utilization *divided by* Total Bid Amount) % N/A

* The SBE Utilization percentage stated here **MUST** be rounded to (2) decimal places.

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Letters of Intent submitted upon notice from the City

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), Proposers must submit a separate Letter of Intent (**CBI Form 4**) for each SBE it commits to use to meet the Contract goal. Each Letter of Intent must be executed by both the SBE and the Proposer. The City shall not count proposed SBE utilization for which it has not received a Letter of Intent by this deadline.

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 Part D of the CBI Policy, you must comply with the following:

- You must maintain the level of SBE participation committed throughout the duration of the Contract, except as specifically allowed in Part D.
- If you need to terminate or replace a SBE, you must comply with Part D, Section 5.
- 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 Part D, Section 6.
- 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. You will need to provide the vendor number for each subcontractor or supplier used on this contract as a condition for receiving payment on this Contract.

Per Part C, Section 3.3, a Regular Dealer as defined in the CBI Policy shall only count 60% of all expenditures towards the SBE Goal. In addition, a Hauler, Broker, or Packager shall only count fees or commissions charged by the SBE toward the SBE Goal. 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.

Signature

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

- (a) It has complied with all provisions of the CBI Policy; and,
- (b) Failure to properly document such compliance in the manner and within the time periods established by the CBI Policy shall constitute grounds for rejection of your proposal.

Signature of Authorized
Official

Printed Name

Title

Submittal Date