



# CONTRACT MONITORING DIVISION CITY ADMINISTRATOR'S OFFICE



London N. Breed, Mayor  
Carmen Chu, City Administrator

Romulus Asenloo, Director

## CMD OVERVIEW TO MEET LBE REQUIREMENTS

San Francisco Public Library

750 Brannan-Collections

PW SFPL 750 Brannan CLLCTN

Sourcing Event ID No: 0000007088

## Chapter 14B Local Business Enterprise (LBE) Requirements

July 20, 2022

### CMD Contact Information

Finbarr Jewell, Contract Monitoring Division, [Finbarr.Jewell@sfgov.org](mailto:Finbarr.Jewell@sfgov.org)

**CMD Attachment 1. Please read CMD Attachment 1 carefully.** CMD 14B requirements are included in Attachment 1, which can be found:

On CMD's website:

<https://sfgov.org/cmd/important-forms>

### **The LBE subcontracting requirement for this project is 13%.**

Bidders MUST MEET the 13% subcontracting requirement and identify all LBE subcontractors at time of bid due date and time. The listed LBE must be certified on the day of the bid no exceptions. Furthermore,

A Bidder shall list on Document 00435 or Section 00 43 36 ALL LBE subcontractors, suppliers, and service contractors (such as truckers), including their respective subcontract dollar toward the Contract's LBE subcontracting participation requirement

If a bidder obtains materials, supplies, articles or equipment from an LBE supplier, up to 60% of the cost of the items will count toward the LBE subcontracting requirement only if the supplier performs a Commercially Useful Function by taking possession of the items and assuming risk of delivery.

### **LBE Bid Discount**

The Micro-LBE and Small-LBE Bid discount provisions will apply to this project. The application of the rating discount is as follows:

**A 10% bid discount to and/or small or micro LBE**

## **Good Faith Outreach**

Please be advised that under the recently amended 14B Ordinance it is no longer sufficient to just meet the subcontracting requirement. Under the amended 14B Ordinance:

**The Prime Contractor must meet the subcontracting participation requirement and must also submit CMD Form 2B, the Good Faith Outreach Requirements Form, along with all supporting documentation. Of particular importance, the Prime Contractor must advertise and contact the requisite number of subcontractors.**

or

**The Prime Contractor must exceed the project's stated LBE participation requirement by 35%. In the instant case, to qualify for the good faith outreach exemption the prime contractor's LBE participation must meet or exceed 17.55%.**

## **Other Requirements**

If you are interested in becoming certified for this project, you must get in touch with our certification unit as soon as possible. Let the certification unit know you are Proposing on a project (including the proposal due date) and they will try to get you certified quickly. However, please be aware that CMD may not be able to complete the certification of new firms by the proposal due date.

**SBA LBE CERTIFIED FIRMS CANNOT BE LISTED TO MEET THE LBE PARTICIPATION REQUIREMENT**

**PUC LBE CERTIFIED FIRMS CANNOT BE LISTED TO MEET THE LBE PARTICIPATION REQUIREMENT**

**ARE YOU 12B COMPLIANT? YOU WILL NEED TO BE BEFORE**

**AWARDING DEPARTMENT CAN AWARD CONTRACT**

**PRIME MUST LIST AMOUNT OF SUBCONTRACT WORK FOR LBE AT TIME OF BID.**

**CONSIDERING LISTING LBE FOR SHELVING INSTALLATION. PLEASE REFER TO BID SPECIFICATION PROJECT MANUAL SECTION 00 22 11, 1.3 LBE SUBCONTRACTOR PARTICIPATION, D (4). ALSO, REVIEW BID SPECIFICATION PROJECT MANUAL SECTION 10 56 00 METAL SHELVING.**

### **Form CMD Form 2B Must Be Submitted with Bid**

The apparent low will submit the following 5 days after bid opening

- **Form 3 – CMD Non-Discrimination Affidavit**
- **Form 6 – LBE Subcontractor Participation Affidavit**
- **Form 6A–LBE Trucking Form (IF APPLICABLE)**

**DIR REGISTRATION: YOUR LBEs MUST BE REGISTERED AT THE TIME OF BID. IF LBE SUB IS NOT; CMD CANNOT TABULATE LBE PARTICIPATION CREDIT.**

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*I strongly encourage each Prime bidding on this contract to contact me if you have any questions regarding any of the CMD requirements or forms.*