

# SMALL BUSINESS ENTERPRISE, MINORITY AND WOMAN-OWNED BUSINESS ENTERPRISE GOALS

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THE SMALL BUSINESS SUBCONTRACTOR PARTICIPATION GOAL IS: 10%

THE MINORITY-OWNED BUSINESS ENTERPRISE SUBCONTRACTOR PARTICIPATION GOAL IS: 11%

THE WOMAN-OWNED BUSINESS SUBCONTRACTOR PARTICIPATION GOAL IS: 4%

TO BE DETERMINED RESPONSIVE A BIDDER MUST DEMONSTRATE THAT:

1. It will meet the above goals in the performance of this Contract;

By submitting the Bidder and Subcontractor Participation Commitment Report (SBE/DBE Form 1) a Bidder certifies that it is committed to using the identified SBEs in the performance of the contract.

**SBE/DBE FORM 1** BIDDER AND SUBCONTRACTOR PARTICIPATION COMMITMENT  
REPORTM

# SBE/DBE Form 1 BIDDER AND SUBCONTRACTOR PARTICIPATION COMMITMENT REPORT

CITY AND COUNTY OF SAN FRANCISCO SBE/DBE FEDERAL FORMS

**SBE/DBE FORM 1**  
**BIDDER AND SUBCONTRACTOR PARTICIPATION COMMITMENT REPORT**  
Note: Please refer to instructions on the second page of this form.

CONTRACT NO.:		BID AMOUNT: \$	
PROJECT NAME:			
BIDDER'S COMPANY NAME:			
Is Bidder An SBE/DBE/MBE/WBE/DVBE or SFLBE? <input type="checkbox"/> Yes <input type="checkbox"/> No		If joint venture with SBE/DBE/MBE/WBE/DVBE SFLBE enter percentage of SBE/DBE participation in joint venture: %	
Is Bidder a joint venture with SBE/DBE/MBE/WBE/DVBE or SFLBE partner? <input type="checkbox"/> Yes <input type="checkbox"/> No			

\*Type: Indicate if SBE/DBE/MBE/WBE/DVBE subcontractor is a first tier (F), lower tier (L), supplier (S) or service contractor (SC, e.g. trucker)

TYPE *	NAME & ADDRESS OF SBE/DBE PRIME, or SUBCONTRACTOR, or SUPPLIER, or SERVICE PROVIDER	Certification Type (i.e., Local, CUCP, Calif. SBE, SFPV/ Contract Compliance Office verified) And Cert. No.	Bid Item No.	PORTION OF WORK (briefly describe the Work or services that will be performed or materials to be provided by each SBE/DBE/MBE/WBE/DVBE/SFLBE subcontractor, or contracted if the Bidder is an SBE/DBE/MBE/WBE/DVBE/SFLBE)	DOLLAR AMOUNT FOR SBE/DBE/MBE/WBE/DVBE/SFLBE PARTICIPATION
					\$
					\$
					\$
					\$
<small>* See Section 00 32 14 "SBE/DBE Program" to determine how to count the dollar amount for participation of SBE/DBE firms.</small>					TOTAL CLAIMED SBE/DBE/MBE PARTICIPATION \$
					%
					TOTAL CLAIMED MINORITY-OWNED SBE/DBE PARTICIPATION \$
					%
					TOTAL CLAIMED WOMAN-OWNED SBE/DBE PARTICIPATION \$
					%
TOTAL CLAIMED DVBE/VSBB-OWNED SBE/DBE PARTICIPATION \$					
%					
TOTAL CLAIMED SBE/DBE-OWNED PARTICIPATION \$					
%					

**If the SBE/DBE Form 1 is not submitted with the bid or within 5 working Days of the Bid opening, the bid may be deemed non-responsive.**

**All bidders are required to complete SBE/DBE Form 1 and include the names of the SBEs/DBEs/DVBEs being used, a description of the work the SBEs/DBEs will perform, the services or supplies that will be provided by each SBE/DBE, and the dollar value of each SBE/DBE transaction. (Note: The SBE/DBE subcontractors listed on SBE/DBE Form 1 are also required to be listed on the Proposed Subcontractors Form (Section 00 43 36) when the amount of the subcontractor's bid is in excess of 1/2 of 1% of the base bid.)**

I declare, under penalty of perjury under the laws of the State of California, that I am utilizing the above SBE/DBE subcontractors for the portions of work and amounts of subcontracts as reflected in the Bid Documents for this Contract. I agree that my company will achieve the level of SBE/DBE/MBE/WBE/DVBE participation specified above for the entire work under this contract, including any amendments to the contract.

Bidder's Authorized Representative (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

# SBE/DBE Form 1 cont'd

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**Prime Contractors must identify all SBE/DBE/MBE/WBE/DVBE firms participating in the project regardless of tier. Names of the First Tier SBE/DBE/DVBE Subcontractors and their respective item(s) of work listed should be consistent, where applicable, with the names and items of work in the “List of Subcontractors” form submitted.**

**PLEASE NOTE: It is the bidder’s responsibility to verify that the SBE(s)/DBE(s)/DVBE(s) are certified at the time of bid opening. This verification of the SBE/DBE status, in the form of certification letter or website listing, may be submitted with your bid proposal. If it is not, the apparent low Bidder, and any other Bidder so requested shall submit to the Contract Compliance Officer said verification within five (5) working days after the Bid Opening**

# **SBE/DBE FORM 2 CONTRACTOR/SUBCONTRACTOR PARTICIPATION- GOOD FAITH EFFORTS**

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**This form must be completed and submitted along with compelling documentation detailing the good faith efforts made to meet the SBE/DBE participation goals, if the information submitted on SBE/DBE Form 1 indicates that the SBE/DBE goals have not been met.**

**If the SBE /DBE participation goals are not met, and if this form, along with compelling documentation detailing the good faith efforts made to meet the goals, is not completed and returned with the bid, the bid may be deemed non-responsive and rejected.**

## **GOOD FAITH EVALUATION**

The SFPW Contract Compliance Officer will review the GFE report submitted by the Bidder with its Bid and determine whether, prior to submission of Bid, the Bidder has performed the quality, quantity and intensity of efforts that demonstrates a reasonably active and aggressive attempt to meet the contract-specific goal.

## Good Faith Effort Evaluation Process

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- A. If the apparent low bidder fails to meet the SBE/MBE/WBE/DVBE Goals, its good faith effort will be evaluated to determine whether it has made adequate good faith efforts. The quality, quantity, and intensity of the different kinds of efforts that the bidder has made will be considered. As part of this evaluation process, the SFPW Compliance Officer will consider the performance of all the other bidders in meeting the goals. For example, when the apparent successful bidder fails to meet the contract goal, but the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and all others meet it, SFPW may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal.**
- B. If the apparent low bidder fails to meet at least the average SBE and DVBE commitment of all bidders, its good faith effort may be determined inadequate, and the bid may be declared nonresponsive.**
- C. If the apparent successful bidder fails to meet the goal but meets or exceeds the average MBE/WBE/DVBE participation obtained by other bidders, SFPW may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts.**

# SBE/DBE Form 2



CITY AND COUNTY OF SAN FRANCISCO

SBE/DBE FEDERAL FORMS  
Construction Contracts

## SBE/DBE FORM 2 SBE/DBE CONTRACTOR/SUBCONTRACTOR PARTICIPATION – GOOD FAITH EFFORTS

Contract Number: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Bidder's Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

This form must be completed and submitted along with compelling documentation detailing the good faith efforts made to meet the SBE/DBE participation goals, if the information submitted on SBE/DBE Form 1 indicates that the SBE/DBE goals have not been met.

If the SBE/DBE participation goals are not met, and if this form, along with compelling documentation detailing the good faith efforts made to meet the goals, is not completed and returned with the bid, the bid shall be deemed non-responsive and rejected.

### Good Faith Effort Evaluation

- If the apparent low bidder fails to meet the SBE/MBE/WBE/DVBE Goals, its good faith effort will be evaluated to determine whether it has made adequate good faith efforts. The quality, quantity, and intensity of the different kinds of efforts that the bidder has made will be considered. As part of this evaluation SFPW will consider the performance of all the other bidders in meeting the goals. For example, when the apparent successful bidder fails to meet the contract goal, but the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and all others meet it, SFPW may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal.
- If the apparent low bidder fails to meet at least the average SBE, MBE and WBE commitment, its good faith effort may be determined inadequate, and the bid may be declared nonresponsive.
- If the apparent successful bidder fails to meet the goal but meets or exceeds the average MBE/WBE/DVBE participation obtained by other bidders, SFPW may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts.

Even if bidder's SBE/DBE Form 1 indicates the SBE/DBE/MBE/WBE/DVBE goals have been met, bidders should still submit the following information to protect their eligibility for the contract. This is because the Contract Compliance Officer may determine that bidders have not met the goals for various reasons, e.g., if an SBE/DBE/MBE/WBE/DVBE subcontractor submitted by the prime contractor was not SBE/DBE/MBE/WBE/LBE/DVBE certified on the bid due date. In these cases, SBE/DBE Form 1 will not normally provide sufficient information to demonstrate that the bidder made good faith efforts.

Please supply the following information:

- Attending any Prebid meeting scheduled by the awarding department to inform all bidders of SBE/DBE Program requirements for the project for which the contract is awarded.

Date of Prebid Meeting	Names of Attendees
_____	_____
_____	_____
_____	_____
_____	_____

Even if bidder's SBE/DBE Form 1 indicates the SBE/DBE/MBE/WBE/DVBE goals have been met, bidders are strongly advised to still submit the following information to protect their eligibility for the contract. This is because the Contract Compliance Officer may determine that bidders have not met the goals for various reasons, e.g., if an SBE/DBE/MBE/WBE/DVBE subcontractor submitted by the prime contractor was not SBE/DBE/MBE/WBE/LBE/DVBE certified on the bid due date. In these cases, SBE/DBE Form 1 will not normally provide sufficient information to demonstrate that the bidder made good faith efforts.

**A bidder that is not responsive shall be ineligible for award of the contract**

## **Other SBE/DVBE Forms To Be Submitted Within 5 Days of Bid Opening**

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- A. SBE/DBE Form 2B
- B. SBE/DBE Form 3
- C. SBE/DBE Form 4
- D. SBE/DBE Form 5
- E. SBE/DBE Form 6
- F. SBE/DBE Form 6A (Optional)
- G. GSPD-05-105 State of California- Department of General Services,  
Procurement Division – Bidder Declaration
- H. DGS PD 843 STATE OF CALIFORNIA DISABLED VETERAN BUSINESS  
ENTERPRISE DECLARATIONS

# SBE/DBE Form 2B: SBE/DBE/LBE/MBE.WBE.DVBE CONTRACTOR/SUBCONTRACTOR GROSS REVENUE DECLARATION



CITY AND COUNTY OF SAN FRANCISCO

SBE/DBE FEDERAL FORMS

## SBE/DBE FORM 2B

### SBE/DBE/MBE/WBE/DVBE CONTRACTOR/SUBCONTRACTOR GROSS REVENUE DECLARATION

(To be completed by SBE/DBE Prime Bidder/Joint Venture Partner/Subcontractor/Supplier)

Prime Contractor must complete this form, and have it executed by each SBE/DBE joint venture partners and each SBE/DBE, MBE, WBE, DVBE subcontractor (including lower tier SBE/DBE subcontractors), suppliers and truckers. These forms should be submitted to the City with the Bid or within 5 days of bid opening.

Contract Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

#### SECTION I.

Contractor Name: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Contractor's License(s): \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

#### SECTION II. (Check all applicable Ownership and Certification Type)

- |                                                   |                                                                                                      |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Sole Proprietor          | <input type="checkbox"/> DBE (Issued by California Unified Certification Program)                    |
| <input type="checkbox"/> Partnership              | <input type="checkbox"/> SBE (Issued by California Department of General Services)                   |
| <input type="checkbox"/> Corporation, S-Corp, LLC | <input type="checkbox"/> LBE (Issued by San Francisco Contract Monitoring Division)                  |
|                                                   | <input type="checkbox"/> Verified as SBE-Eligible by SFPW Compliance Officer (Confirmation attached) |

#### SECTION III. Income Threshold For Certain Types of Contracts (Check category for your business)

Total average gross revenue for the past 3 years must be equal to or below the following category thresholds:

- |                                                                      |                                                |
|----------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Construction - Building, Heavy              | \$23.98 Million                                |
| <input type="checkbox"/> Construction - Dredging and Surface Cleanup | \$23.98 Million                                |
| <input type="checkbox"/> Construction (specialty trades)             | \$15.0 Million                                 |
| <input type="checkbox"/> General Freight Trucking                    | \$23.98 Million                                |
| <input type="checkbox"/> Hazardous Waste Collection, Trucking        | \$23.98 Million                                |
| <input type="checkbox"/> Remediation                                 | \$20.5 Million                                 |
| <input type="checkbox"/> Testing Labs                                | \$15.0 Million                                 |
| <input type="checkbox"/> Merchant Wholesalers                        | \$23.98 Million and no more than 100 employees |
| <input type="checkbox"/> Other _____                                 |                                                |

#### DECLARATION

The undersigned declares under penalty of perjury under the laws of the State of California that its total average gross revenues for the past three years are equal to or below the income threshold for category checked above.

Owner/Authorized Representative (Signature) \_\_\_\_\_ Name and Title (Print) \_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

**Prime Contractor must complete this Form, and have it executed by each SBE/DBE joint venture partners and each SBE/DBE, MBE, WBE, DVBE subcontractor (Including lower Tier SBE/DBE subcontractors), suppliers and truckers. These Form should be submitted to the City with the Bid or within 5 Days of bid opening.**



# SBE/DBE Form 3: CONSTRUCTION EMPLOYMENT FORM



CITY AND COUNTY OF SAN FRANCISCO

SBE/DBE FEDERAL FORMS  
Construction Contracts

## SBE/DBE FORM 3 CONSTRUCTION EMPLOYMENT FORM

This form shall be completed by the Bidder and every listed subcontractor and supplier with a subcontract or purchase order of \$10,000 or more. The apparent low Bidder shall submit these forms directly to the Contract Compliance Officer no later than 4:00 p.m., five (5) working days after Bid opening.

This form must be completed and returned in a timely manner or the Bid may be determined non-responsive and rejected.

Contract Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

### SECTION 1.

Firm Name: \_\_\_\_\_ Vendor Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Type of Contractor's License(s): \_\_\_\_\_ Federal I.D. Number: \_\_\_\_\_

### SECTION 2. Submit copies of the last four (4) quarters of the California Quarterly Payroll Tax Record.

List all employees that you plan to utilize on this Contract.

Date of Most Recent Hire	Employee Name <sup>1</sup>	Trade (Carpenter, administration, sales)	Classification (Journey person, apprentice/secretary, outside sales)	Race <sup>2</sup>	Gender

(copy this page for a complete list)

<sup>1</sup>Mark with an asterisk all those employees that will be assigned to this project.  
<sup>2</sup>Indicate which of the following: AI/AN=American Indian/Alaskan Native; A/PI=Asian/Pacific Islander; B=Black; F=Filipino; H=Hispanic; or W=White

This form shall be completed by the Bidder and every listed subcontractor and supplier with a subcontract or purchase order of \$10,000 or more. The apparent low Bidder shall submit these forms directly to the Contract Compliance Officer no later than 4:00 p.m., five (5) working days after Bid opening

# SBE/DBE FORM 4: SFLBE/SBE/DBE/MBE/DVBE/VOSB SUBCONTRACTOR PARTICIPATION DECLARATION



CITY AND COUNTY OF SAN FRANCISCO

SBE/DBE FEDERAL FORMS

Construction Contracts

## SBE/DBE FORM 4 SFLBE/SBE/DBE/MBE/WBE/DVBE/VOSB SUBCONTRACTOR PARTICIPATION DECLARATION

This declaration is to be completed by each prime contractor or subcontractor, as appropriate, and submitted to the Contract Compliance Officer, no later than 4:00 p.m., five (5) working days after the date of Bid opening (refer to Section 00 22 14).

I, \_\_\_\_\_  
(Name of Owner/Representative and Title)

declares that, contingent upon award of \_\_\_\_\_,  
(Contract No.) (Name of Prime Contractor)

will award subcontracts or purchase orders to the following SBE/DBE firms:  
*(if the firm is a joint venture, you must attach a copy of the joint venture agreement)*

Name and Address of SBE/DBE Firm	SBE/DBE Certified (Type)	License No.	Gender M / F	Ethnicity	Type of Work (Describe)	\$ Amount of Subcontract	% of Contract

**This declaration is to be completed by each prime contractor or subcontractor, as appropriate, and submitted to the Contract Compliance Officer, no later than 4:00 p.m., five (5) working days after the date of Bid opening (refer to Section 00 22 14).**

Total Dollar Value of SFLBE/SBE/DBE Work:	\$		=		% of SFLBE/SBE/DBE Participation
Total Dollar of Bid Price:	\$				
Total Dollar Value of Minority-Owned DBE Work:	\$		=		% of Minority-Owned DBE Participation
Total Dollar of Bid Price:	\$				
Total Dollar Value of Woman-Owned DBE Work:	\$		=		% of Woman-Owned DBE Participation
Total Dollar of Bid Price:	\$				
Total Dollar of DVBE/VOSB Work:	\$		=		% of DVBE/Veteran-Owned Business Participation
Total Dollar Value of Bid Price:	\$				

I declare, under penalty of perjury under the laws of the State of California, that the above information is true and correct.

\_\_\_\_\_  
Owner / Authorized Representative (Signature)

\_\_\_\_\_  
Date

# SBE/DBE FORM 5: SMALL BUSINESS ENTERPRISE/DISADVANTAGED BUSINESS ENTERPRISE SFLBE/MBE/WBE/DVBE/VOSB ACKNOWLEDGEMENT DECLARATION



CITY AND COUNTY OF SAN FRANCISCO

SBE/DBE FEDERAL FORMS  
Construction Contracts

## SBE/DBE FORM 5 SMALL BUSINESS ENTERPRISE/DISADVANTAGED BUSINESS ENTERPRISE SFLBE/MBE/WBE/DVBE/VOSB ACKNOWLEDGMENT DECLARATION

Every listed SBE/DBE/SFLBE/MBE/WBE/DVBE/VOSB subcontractor or supplier (including lower tier subcontractors) must submit the completed declarations to the apparent low Bidder. The apparent low Bidder shall submit completed declarations and copies of the subcontractors' or suppliers' bid quotations directly to the Contract Compliance Officer no later than 4:00 p.m., five (5) working days after the date of Bid opening (refer to Section 00 22 14).

**SECTION I.**

(Name of SBE/DBE Owner/Representative and Title)

declares that \_\_\_\_\_ will award a subcontract  
(Name of Prime Contractor)

in the amount of \$ \_\_\_\_\_, or a purchase order in the amount of \$ \_\_\_\_\_

to \_\_\_\_\_, with License No. \_\_\_\_\_  
(Name of SBE/DBE Firm)

Nature of work to be performed by SBE/DBE: \_\_\_\_\_

**SECTION II. FORM OF OWNERSHIP FOR SBE/DBE**

- Sole Proprietor                       Corporation
- Partnership                             Limited Liability Partnership
- Joint Venture                           Limited Liability Corporation

Type of SBE/DBE Certification: \_\_\_\_\_

**SECTION III. LIST OF OWNERS**

Name	Ethnicity <sup>1</sup>	Gender (W/F)	% of Ownership

Percentage of SBE/DBE/MBE/WBE/DVBE-VOSB Stockholders \_\_\_\_\_

<sup>1</sup>Ethnic Codes: AI/AN=American Indian or Alaskan Native; A/PI=Asian or Pacific Islander; B=Black; F=Filipino; H=Hispanic; and W=White

**Every listed SBE/DBE/SFLBE/MBE/WBE/DVBE/VOSB subcontractor or supplier (including lower tier subcontractors) must submit the completed declarations to the apparent low Bidder. The apparent low Bidder shall submit completed declarations and copies of the subcontractors' or suppliers' bid quotations directly to the Contract Compliance Officer no later than 4:00 p.m., five (5) working days after the date of Bid opening (refer to Section 00 22 14)**

# SBE/DBE FEDERAL FORM 6: FEDERAL SBE/DBE SUBCONTRACTOR PARTICIPATION AFFIDAVIT



CITY AND COUNTY OF SAN FRANCISCO

SBE/DBE FEDERAL FORMS  
Construction Contracts

## FEDERAL FORM 6: FEDERAL SBE SUBCONTRACTOR PARTICIPATION AFFIDAVIT

This affidavit is to be completed by each SBE/DBE/LBE/MBE/WBE/DVBE/VOSB subcontractor or supplier (including lower tier subcontractors) and submitted to the apparent low Bidder. The apparent low Bidder shall submit the completed affidavits and copies of the subcontractors' or suppliers' bid quotations to the SFPW Contract Compliance Officer no later than 5:00 p.m. on the fifth business day following the Bid opening. Subcontractor may attach additional sheets if more space is needed to provide complete information.

Contract Number: \_\_\_\_\_ Contract Name: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Name of SBE/DBE, LBE, MBE, WBE, DVBE, VOSB Sub or Supplier: \_\_\_\_\_

License #: \_\_\_\_\_ Scope of work: \_\_\_\_\_

1. \_\_\_\_\_ verify that \_\_\_\_\_ bid  
Name of SBE, LBE, MBE, WBE, DVBE, VOSB Owner/Representative SBE/DBE, LBE, MBE, WBE, DVBE, VOSB Firm

to the above referenced Bidder for subcontracting work in the amount of \$ \_\_\_\_\_ and  
have been offered a subcontract in that amount.

2. Please list major vendors/suppliers of goods/services for this project:

Name	Phone	Product(s)	\$ Amount
			\$
			\$
			\$

3. Please describe scope(s) of work:

4. Check one:

We will NOT subcontract out ANY portion of our work to another subcontractor.

We WILL subcontract out \_\_\_\_\_% of our work to: \_\_\_\_\_ Firm

in the amount of \$ \_\_\_\_\_. This business is a:  SBE Certified  Not SBE Certified.

5.  I have enclosed a copy of my Firm's Bid Quotation.

I declare, under penalty of perjury, that the above information is true and correct and that our firm is a bona fide, certified SBE as defined under Chapter 14B of the San Francisco Administrative Code.

\_\_\_\_\_  
SBE/DBE, LBE, MBE, WBE, DVBE, VOSB Owner/Authorized Representative (Signature) Date

\_\_\_\_\_  
Name and Title (Print) Phone Email

**This affidavit is to be completed by each SBE/DBE/LBE/MBE/WBE/DVBE/VOSB subcontractor or supplier (including lower tier subcontractors) and submitted to the apparent low Bidder. The apparent low Bidder shall submit the completed affidavits and copies of the subcontractors' or suppliers' bid quotations to the SFPW Contract Compliance Officer no later than 4:00 p.m. on the fifth business day following the Bid opening. Subcontractor may attach additional sheets if more space is needed to provide complete information**

# SBE/DBE FEDERAL FORM 6A: FEDERAL SBE TRUCKING FORM



## FORM 6A: FEDERAL SBE TRUCKING FORM

This form must be submitted when the apparent low Bidder will be utilizing SBE/DBE, LBE, MBE, WBE, DVBE AND VOSB certified SBE trucking firms. This form is to be completed to describe the complete scope of trucking work to be performed for the Contract and submitted to the SFPW Contract Compliance Officer by 5 p.m. on the fifth day following Bid opening.

Contract Number: \_\_\_\_\_ Contract Name: \_\_\_\_\_

### SECTION 1. TRUCKING ESTIMATE

Products to be Hauled:		
Type of equipment needed/indicate maximum Number of trucks needed per day:		
Quantity of product to be hauled:		
Estimated quantity per truckload:		
Estimated number of truckloads:		
Products to be hauled from (give point of origin):		
Estimated Number of truck hours per trip:		
Trucking Rate:		
Estimate of total trucking (Number of loads times hours per trip times trucking hourly rate):		

If an assigned Trucker is being paid for Administrative Work (i.e. Dispatcher), Describe and State Amount to be Paid: \_\_\_\_\_

Is this assigned Trucking firm an SBE or Non-SBE firm, specify:  SBE  Non-SBE

Total Dollar Amount Committed to SBE Truckers: \$ \_\_\_\_\_

\* Disposal fee and equipment rental fee will not be counted towards meeting the SBE trucking dollars amount.

### SECTION 2. TRUCKING AND HAULING FIRMS

List below SBE/DBE certified trucking and hauling firms that will be utilized on this project along with any trucking firms that it will further subcontract out portions of its work. Copy this form for additional truckers and provide the requested information for each SBE trucker.

Firm Name:	<input type="checkbox"/> SBE <input type="checkbox"/> Non-SBE
Products to be hauled:	
Number of Trucks Needed:	
Type of Trucks Needed:	
Proposed Dollar Amount of subcontract:	

**This form must be submitted when the apparent low Bidder will be utilizing SBE/DBE, LBE, MBE, WBE, DVBE AND VOSB certified SBE trucking firms. This form is to be completed to describe the complete scope of trucking work to be performed for the Contract and submitted to the SFPW Contract Compliance Officer by 4:00 p.m. on the fifth day following Bid opening.**

# SBE/DBE/DVBE CERTIFICATION WEB LINKS

SBEs must be certified through any of the following programs in order to be counted toward the SBE participation goal:

**A. City Program:** To Get a list of Certified San Francisco Small, Micro and Local Business Enterprises to utilize on this Project go to:

<https://sfcitypartner.sfgov.org/pages/LBESearch/supplier-search.aspx>

To Contact the City's Contract Monitoring Division and apply for Local Business Enterprise (LBE) certification under the City Program, submit an application to:

Contract Monitoring Division (CMD)

1455 Market Street, Suite 16A

San Francisco, CA 94103

Attn: Certification Unit

Telephone: (415) 554-0630

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**B. State Program:** To get a list of certified State firms from the California Department of General Services, go to:

[caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx](http://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx)

# Questions?

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If you have any questions concerning all SBE/DBE Forms, please contact:

**Selormey Dzikunu**

SFPW Contract Compliance Manager

[Selormey.Dzikunu@sfdpw.org](mailto:Selormey.Dzikunu@sfdpw.org)

(628) 271-2094