

**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 Part B, Section 3.4 of the CBI Policy, the Subcontractor/Supplier Utilization Commitment (**CBI Form 3**), captures information regarding the SBEs, MBEs, and other subcontractors and suppliers that the Bidder intends to use on the Contract **FOR ALL TIERS**.

For Construction Contracts under \$500,000, SBEs/MBEs must satisfy the requirements of Part B, Section 3 of the CBI Policy in order to count the work they intend to perform on the contract with its own current workforces towards the established Subcontracting Goal, and must list themselves below along with their projected utilization amount.

<b>Bidder Name:</b>			
<b>Project Name:</b>			
<b>Project Number:</b>		<b>Established SBE Goal:</b>	
		<b>Established MBE Goal:</b>	

List below all **SBEs and MBEs (Non-Hauling Services)** 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. Furthermore, you will only receive credit for MBEs that are registered with the City as of Bid Opening Date and who have an ethnic designation of African American, Hispanic, or Native American.

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

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

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

<b>Total Subcontractor / Supplier Utilization</b> (including SBEs, MBEs and Non-MBEs/SBEs)	\$ _____
<b>Total SBE Utilization</b>	\$ _____
<b>Total MBE Utilization</b>	\$ _____
<b>Total Bid Amount</b> (including Contingency)	\$ _____
<b>Percent SBE Utilization*</b> (Total SBE Utilization <i>divided by</i> Total Bid Amount)	_____ %
<b>Percent MBE Utilization*</b> (Total MBE Utilization <i>divided by</i> Total Bid Amount)	_____ %

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

**CBI FORM 3: Subcontractor / Supplier Utilization Commitment**

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

Vendor Name	Description of work / materials	NIGP Commodity Code	Vendor #	Projected Utilization (if known) (\$)

**Letters of Intent submitted upon notice from the City**

Per Part B, Section 3.6 of the CBI Policy, 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 and MBE listed on **CBI Form 3**. Each Letter of Intent must be executed by both the SBE and/or MBE and the Bidder. The City shall not count proposed SBE and/or MBE utilization for which it has not received a Letter of Intent by this deadline. Per Part B, Section 3.3, a Regular Dealer as defined in the CBI Policy shall only count 60% of all expenditures towards the established Subcontracting Goal(s). In addition, a Hauler, Broker, or Packager shall only count fees or commissions charged for providing a Commercially Useful Function by the SBE and/or MBE towards the established Subcontracting Goal(s). The Bidder is still obligated to pay the SBE and/or MBE the full amount listed on the Contract with the SBE and/or MBE regardless of what percentage is actually counted towards the SBE and/or MBE 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 Part D of the CBI Policy, you must comply with the following:

- You must maintain the level of SBE and/or MBE participation proposed on this **CBI Form 3** (and **CBI Form 3A**, if applicable) throughout the duration of the Contract, except as specifically allowed in Part D.
- If you need to terminate or replace a SBE and/or MBE, 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 and/or MBE 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-MBE/SBE, SBEs and MBEs) 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.

**Signature**

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

- It has complied with all provisions of the CBI Policy; and,
- 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 bid.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Submittal Date