



COLB FORM SBE-2PD: SBE/VSBE/LSBE COMMITMENT PLAN FOR PRODUCTS/SUPPLIES CONTRACTS

SECTION 1

| | | | |
|--|--|--|--|
| Project Name: | | Date: | |
| VENDOR: | | Prime Contract \$ Amount: | |
| Estimated \$ Value of Vendor's Participation: | | Estimated % of Vendor's Participation: | |
| Estimated \$ Value of SBE Participation: | | Estimated SBE % of Vendor's Contract \$ Amount: | |
| Estimated \$ Value of VSBE Participation: | | Estimated VSBE % of Prime Contract \$ Amount: | |
| Estimated \$ Value of LSBE Participation: | | Estimated LSBE % of Prime Contract \$ Amount: | |

SECTION 2 (please refer to instructions on page 2)

| Business Name, City, State, Contact Person, Phone # | Indicate "SBE", "VSBE" or LSBE | Indicate if 1 st Tier Sub, Lower Tier Sub, Vendor or Supplier | Contract With | Brief Description of Work | \$ Value of Subcontract, Materials or Services | % of Total Prime Contract Value |
|--|--------------------------------|--|-----------------------------|---------------------------|--|---------------------------------|
| <i>Ex #1: ABC Land Surveyors Long Beach, CA Mr. Joe Smith, (562) 555-1212</i> | <i>LSBE</i> | <i>1st tier sub</i> | <i>XYZ Prime Consultant</i> | <i>Land surveying</i> | <i>\$100,000</i> | <i>20%</i> |
| <i>Ex #2: Tom's Survey Supplies Long Beach, CA Mr. Tom Jones, (562) 555-1313</i> | <i>VSBE</i> | <i>Supplier</i> | <i>ABC Land Surveyors</i> | <i>Surveying supplies</i> | <i>\$5,000</i> | <i>1%</i> |
| <i>Ex #3: Banana Blueprints Irvine, CA Mrs. Diane Tomas, (562) 555-1313</i> | <i>SBE</i> | <i>Supplier</i> | <i>XYZ Prime Consultant</i> | <i>Blueprint Supplies</i> | <i>\$10,000</i> | <i>2%</i> |
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|---|---------|-------|
| Completed by: Prime Consultant Contact (please print or type) | Phone # | |
| Signature | Date | Email |

**INSTRUCTIONS FOR COLB FORM SBE-2PD:
SBE/VSBE/LSBE COMMITMENT PLAN FOR PRODUCTS/SUPPLIES CONTRACTS**

SECTIONS 1 AND 2 ARE TO BE COMPLETED BY THE PRIME CONTRACTOR.

INSTRUCTIONS FOR SECTION 2:

1. List all SBE/VSBE/LSBE, vendors, suppliers, and other businesses that will render materials or services under this contract amendment. Only list SBEs/VSBEs/LSBEs.
2. If the prime vendor is an SBE/VSBE/LSBE, list the prime vendor first.
3. For a firm to be counted toward meeting the SBE/VSBE/LSBE goals, the firm must be SBE certified on the City's online vendor database (*BidsOnLine*) accessible from the SBE/VSBE/LSBE Program page of the City's website (www.longbeach.gov/purchasing/sbe.asp).
4. The City does NOT issue VSBE certifications; VSBE eligibility will be reviewed and determined upon submittal of the Commitment Plan.
5. The vendor must verify the current eligibility status of each SBE/VSBE/LSBE, prior to listing the firm(s) on the Commitment Plan, by:
 - a. locating the SBE/VSBE/LSBE on the City's website at (www.longbeach.gov/purchasing/sbe.asp).
 - b. contacting the City's SBE Program staff to verify SBE/VSBE/LSBE status.
6. Lower tier SBE/VSBE/LSBE subcontractors and SBE/VSBE/LSBE vendors/suppliers rendering materials or services to lower tier subcontractors must also be listed to receive participation credit. **See examples listed in the table in Section 2.**
7. The City reserves the right to request proof of payment from the prime contractor/subcontractor to the lower tier sub/vendor/supplier prior to contract close-out.
8. **All SBEs/VSBEs/LSBEs, regardless of tier, MUST be SBE certified for the materials/services that they will be rendering for the contract.**
9. **All SBEs/VSBEs/LSBEs, regardless of tier, MUST provide materials/services directly applicable to the contract.**
10. When listing the total dollar value of each SBE/VSBE/LSBE subcontract, materials or services provided, the prime contractor shall subtract payments made for any indirect or non-applicable materials/ services.
11. Use multiple copies of this form if necessary.