

**COLB SBE-2 FORM
LBSBE PROGRAM AWARDEE COMMITMENT PLAN**

SECTION 1

BID #:		Project Name:		Date:	
Combined SBE/VSBE/LSBE Goal % Assigned to Contract:			Prime base bid amount: \$		
Prime Contractor/Consultant Name:					

SECTION 2

If awarded the contract, the Prime commits to subcontracting out to the following LBSBE certified businesses in order to meet or exceed the project specific combined LBSBE goal. If you as the Prime are LBSBE certified, be sure to include your business on the list. You must list all LBSBE certified subcontractors/subconsultants. LBSBE status will be verified by City staff. Fill out all fields. Failure to provide complete and legible information on this form may result in your business not receiving full credit. Utilize multiple copies if needed.

Business Name, City, State, Contact Person, Phone #	Indicate "SBE", "VSBE" and/or, "LSBE"	Indicate if Prime, Sub or Supplier	Brief Description of Work	\$ Value of contract	% of Total Prime Base Bid
<i>Ex #1: ABC Land Surveyors Long Beach, CA Mr. Joe Smith, (562) 555-1212</i>	<i>VSBE,LSBE</i>	<i>1st tier sub</i>	<i>Land surveying</i>	<i>\$100,000</i>	<i>20%</i>
TOTAL:				\$ _____	_____ %

Responses to the following questions will be verified by City Staff:

- | | | |
|---|-----|----|
| 1) Have you committed to subcontracting out to a COMBINATION of SBE, VSBE, and LSBE businesses? | Yes | No |
| 2) Have you demonstrated attaining the project specific LBSBE goal ? | Yes | No |
| 3) If no to #2 above, did you submit Good Faith Effort as part of your bid/proposal? | Yes | No |

Completed by: Bidder/Proposer Contact (please print or type)	Phone #
Signature	Date
	Email

**INSTRUCTIONS FOR COLB SBE-2 FORM:
LBSBE PROGRAM AWARDEE COMMITMENT PLAN**

SECTION 1:

Bid# - The number assigned to the bid.

Project Name - The name of the project (usually the bid/RFP title).

Date - The date the form is being filled out.

Combined SBE/VSBE/LSBE Goal % - The LBSBE goal assigned to the procurement, as stated in the LBSBE Participation Instructions.

Base Bid Amount - The total amount the bidder/proposer proposed for the project.

Prime Contractor/Consultant Business Name - Legal name of the business completing the form and submitting the bid/proposal.

SECTION 2:

1. List all Long Beach SBE Program (LBSBE) certified SBE/VSBE/LSBE subcontractors, vendors, suppliers, and other businesses that will render materials or services under this contract. If the prime contractor is an LBSBE certified SBE/VSBE/LSBE, list the prime first.
2. Completely fill out all fields - Ensure accuracy of subcontract amounts. This SBE-2 Form will be referred to throughout the life of the contract as your Commitment Plan. Awardee will be required to submit monthly reports demonstrating utilization and payment to the contractors listed.
3. For a business to be counted toward meeting the SBE/VSBE/LSBE goals, the business must be SBE certified on the City's online vendor database *Long Beach Buys*, or have a valid, unexpired PlanetBids LBSBE certification.
4. The prime contractor must verify the current eligibility status of each SBE/VSBE/LSBE, prior to listing the business(s) on the Commitment Plan. This can be done by locating the business on the City's Long Beach Buys platform and viewing their certifications.
5. The City does NOT issue VSBE certifications; VSBE eligibility will be reviewed and determined upon submittal of the Commitment Plan. VSBE status can be determined by viewing the businesses vendor profile on Long Beach Buys.
6. LSBE's will have "local" designation on their vendor profile, or will show Long Beach as the business location on the vendor profile.
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 LBSBE certified for the materials/services (NAICS Codes) that they will be rendering for the contract. All SBEs/VSBEs/LSBEs, regardless of tier, MUST provide materials/services directly applicable to the contract.
9. Use multiple copies of this form if necessary