

City of Sausalito
Prime Contractor and Subcontractor/Subconsultant/Supplier Report

Bidder's Name: _____ Contract # and Name: **03.01.001 and Ferry Landside Improvement Project**
 Address: _____ Zip Code: _____ Is your firm a Disadvantaged Business Enterprise: Yes _____ No _____
 Owner or Contact Person: _____ Phone: (____) _____ Fax: (____) _____
 E-Mail: _____ Ethnicity: _____ Gender: _____ Annual Gross Receipts: _____ Age of Firm: _____

INSTRUCTIONS: Please provide information on ALL firms (subcontractors/subconsultants/suppliers) that provided Bidder a bid, quote, or proposal to perform work, provide labor, render services or provide supplies in connection with this contract *WHETHER BID WAS ACCEPTED OR NOT*. You shall provide this information for all sub-bidders regardless of tier for both DBEs and non-DBEs alike. Include all bid acceptance(s) AND rejection(s). If no subcontractors/subconsultants/suppliers will be used, mark "N/A" and sign the form.

Provide the North American Industry Classification System (NAICS) code(s) applicable to each scope of work the firm is sought out to perform on the contract. NAICS search <https://www.census.gov/naics/>.

Ethnicity: Indicate whether the majority owner is (AS) Asian-Pacific; (B) Black; (H) Hispanic; (N) Native; (SA) Subcontinent Asian; (NM) Non-Minority, or (O) Other

Gender: Indicate gender for the majority owner, either (M) Male or (F) Female. Make a copy of this form for additional firms.

Signature is required on page two of this form to be deemed responsive.

Subcontractor/Subconsultant/Supplier Firm Name/Address/Contact Information		Contractor's License No. DIR Registration No.	DBE/SBE (Yes*/No)	Portion of Work or Type of Materials/Supplies (DBE suppliers must complete the DBE Supplier Form)	NAICS Code(s) for each work item	Dollar Amount of Work Materials/Supplies	Bid/Quote Accepted (Yes**/No)	DBE/SBE Amount***	Annual Gross Receipts
1	Name:								___ < \$1 Million
	Address:								___ < \$5 Million
	Zip Code:								___ < \$10 Million
	Contact Person:								___ < \$15 Million +
	E-mail:								
	Phone:								
	Ethnicity: Gender:								Age of Firm: _____
2	Name:								___ < \$1 Million
	Address:								___ < \$5 Million
	Zip Code:								___ < \$10 Million
	Contact Person:								___ < \$15 Million +
	E-mail:								
	Phone:								
	Ethnicity: Gender:								Age of Firm: _____
3	Name:								___ < \$1 Million
	Address:								___ < \$5 Million
	Zip Code:								___ < \$10 Million
	Contact Person:								___ < \$15 Million +
	E-mail:								
	Phone:								
	Ethnicity: Gender:								Age of Firm: _____

Prime Contractor and Subcontractor/Subconsultant/Supplier Report (Continued)

Subcontractor/Subconsultant/Supplier Firm Name/Address/Contact Information		Contractor's License No. DIR Registration No.	DBE/SBE (Yes*/No)	Portion of Work or Type of Materials/Supplies (DBE suppliers must complete the DBE Supplier Form)	NAICS Code(s) for each work item	Dollar Amount of Work Materials/Supplies	Bid/Quote Accepted (Yes**/No)	DBE/SBE Amount***	Annual Gross Receipts
4	Name:								___ < \$1 Million
	Address:								___ < \$5 Million
	Zip Code:								___ < \$10 Million
	Contact Person:								___ < \$15 Million +
	E-mail:								
	Phone:								
	Ethnicity: Gender:								Age of Firm: ____
5	Name:								___ < \$1 Million
	Address:								___ < \$5 Million
	Zip Code:								___ < \$10 Million
	Contact Person:								___ < \$15 Million +
	E-mail:								
	Phone:								
	Ethnicity: Gender:								Age of Firm: ____
6	Name:								___ < \$1 Million
	Address:								___ < \$5 Million
	Zip Code:								___ < \$10 Million
	Contact Person:								___ < \$15 Million +
	E-mail:								
	Phone:								
	Ethnicity: Gender:								Age of Firm: ____

Attach additional sheets as necessary.

DBE/SBE Amount: \$ = _____ % Bidder's DBE/SBE Achievement
Total Bid Amount: \$

* If Yes, please also provide certification number or [California Unified Certification Program Firm ID](#) number.

** Do not indicate more than one "Yes" for alternative subcontractors for the same work. **Do not indicate TBD for "Bid Quote Accepted."**

*** DBE participation includes that portion of the work actually performed by a certified DBE with its own forces. The **DBE Regular Dealer/Distributor Affirmation Form** must be submitted to confirm counting determinations for DBE supplier/distributor credit. Count 60%, of the cost of materials and supplies or 40% for DBE distributor.

The undersigned agrees that if it is the successful bidder and is awarded the contract with **City of Sausalito, it will enter into a formal agreement with the subcontractor(s), subconsultant(s) and/or supplier(s) whose bid/quote was accepted for the work as indicated above. I certify that the information included on this form is accurate and true.**

 Signature of Owner or Authorized Representative
 Rev June 2024

 Title

 Date



DBE Regular Dealer/Distributor Affirmation Form

Bidder's Name:

Contract Number/Name:

03.01.001 and Ferry Landside Improvement Project

Sections 26.53(c)(1) of Title 49 Code of Federal Regulations requires recipients to make a preliminary counting determination for each DBE listed as a regular dealer or distributor to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor, as defined in section 26.55(e)(2)(iv)(A),(B),(C), and (3) under the contract at issue. The regulation requires the recipient's preliminary determination to be made based on the DBE's written responses to relevant questions and its affirmation that its subsequent performance of a commercially useful function will be consistent with the preliminary counting of such participation. The U.S. Department of Transportation is providing this form as a tool for recipients, prime contractors, regular dealers, and distributors to use to carry out their respective responsibilities under this regulation. The form may be used by each DBE supplier whose participation is submitted by a bidder for regular dealer or distributor credit on a federally-assisted contract with a DBE or SBE participation goal. The form may also be used by prime contractors in connection with DBE regular dealer or distributor participation submitted after a contract has been awarded provided such participation is subject to the recipient's prior evaluation and approval. This form must be accompanied by the bidder's commitment, contract, or purchase order showing the materials the DBE regular dealer or distributor is supplying.

DBE Name:	Total Subcontract/Purchase Order Amount:
Authorized DBE Representative (Name and Title):	NAICS Code(s) Related to the Items to be Sold/Leased:

1. Will **all** items sold or leased be provided from the on-hand inventory at your establishment? **YES NO**
(If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. STOP here. Read and sign the affirmation below. If "NO" Continue.)
- a) Are you selling bulk items (e.g., petroleum products, steel, concrete, concrete products, sand, gravel, asphalt, etc.) or items not typically stocked due to their unique characteristics (aka specialty items)? **YES NO (If "YES," Go to Question 2. If "NO" Continue.)**
- b) Will at least 51% of the items you are selling be provided from the inventory maintained at your establishment, and will the minor quantities of items delivered from and by other sources be of the general character as those provided from your inventory?
YES NO* (If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. STOP here. Read and sign the affirmation below.)

*If 1., 1.a), and 1. b) above are "NO," your performance on the whole will not satisfy the regular dealer requirements; therefore, only the value of items to be sold or leased from inventory can be counted at 60%. (Go to Question 3. to determine if the items delivered from and by other sources are eligible for Distributor credit.)

2. Will you deliver all bulk or specialty items using distribution equipment you own (or under a long-term lease) and operate? **YES NO¹**
(If "YES," you have indicated that your performance will satisfy the requirements for a regular dealer of bulk items and may be counted at 60%. STOP here. Read and sign the affirmation below.)

¹ If "NO," your performance will not satisfy the requirements for a regular dealer of bulk items; the value of items to be sold or leased cannot be counted at 60%. (Go to Question 3.)

3. Will the written terms of your purchase order or bill of lading from a third party transfer responsibility, including risk for loss or damage, to your company at the point of origin (e.g. a manufacture's facility)? **YES² NO³**
- a) Will you be using sources **other than** the manufacturer (or other seller) to deliver or arrange delivery of the items sold or leased? **YES² NO³**

² If your responses to 3 and 3.a) are "YES," you have indicated that your performance will satisfy the requirements of a distributor; therefore, the value of items sold or leased **may** be counted at 40%.

³ If you responded "NO" to either 3 or 3.a), counting of your participation is limited to the reasonable cost of fees or commissions charged, including transportation charges for the delivery of materials or supplies; the cost of materials or supplies may not be counted.

I affirm that the information that I provided above is true and correct and that my company's subsequent performance of a commercially useful function will be consistent with the above responses. I further affirm that my company will independently negotiate price, order specified quantities, and pay for the items listed in the bidder's commitment. This includes my company's responsibility for the quality of such items in terms of necessary repairs, exchanges, or processing of any warranty claims for damaged or defective materials.

Printed Name and Signature of DBE Owner/Authorized Representative:

The bidder acknowledges its responsibility for verifying the information provided by the DBE named above and ensuring that the counting of the DBE's participation is accurate. Any shortfall caused by errors in counting are the responsibility of the bidder.

Printed Name and Signature of Bidder's Authorized Representative: