

INSTRUCTIONS ON COMPLETING SUBCONTRACTOR/SUBCONSULTANT SCHEDULES 1 - 4

Respondents are required to complete and properly execute the required OEBO schedules when responding to a solicitation and when submitting requests for payment after contract award. Subcontractor/subconsultant Schedules 1 and 2 are required to be submitted with the bid or proposals in order to be deemed responsive to the SBE requirements. Subcontract/subconsultants Schedules 3, 3(a), and 4 are required to be submitted with requests for payment or invoice after contract award.

Important Points to Remember

- A. Schedule 1** must be completed by the Prime Contractor and submitted with their bid or proposal.
1. Section "A" of this form must be properly completed by all Prime's regardless of if they are a certified or Non-certified business. List the Company name, Address, contact person and information along with the dollar amount or percentage of work to be completed by the prime.
 2. Section "B" of this form must list all the Subcontractor(s)/Sub consultant(s) to be utilized on this project. Please check the appropriate box if the Subcontractor(s)/sub consultant(s) is certified as an SBE, WBE, MBE or Non-SBE.
 3. If the subcontractor/sub consultant is a certified business, please place the dollar amount or percentage of work in the appropriate race category.
 4. Make sure to write the total bid price dollar amount and SBE-M/WBE Participation dollar amount or Percentage of work at the bottom of the schedule.
 5. The Prime must print, sign and date the form.
- B. Schedule 2** must be properly completed and submitted with the bid/proposal for all subcontractors/sub consultants listed on schedule 1.
1. **Specify in detail** the line items, if available, and work to be performed or material supplied along with the dollar amount or percentage of work for all work items. Make sure to give a total dollar amount or percentage.
 2. If there is a portion of the work that **will not** be performed by the SBE-M/WBE subcontractor, that dollar amount or percentage must be written in the appropriate line on the schedule 2. A separate, properly completed Schedule 2 must be submitted for all 2nd and 3rd tier Subcontractors/sub consultants.
 3. The SBE-M/WBE subcontractor must print, sign and date the form.

Schedule 3 is completed by the Prime and submitted with each payment request made to Palm Beach County.

4. In the subcontracting Information section, list the Name(s) of each subcontractor on the project and the total contracted amount for each subcontractor.
5. As the project proceeds, complete each column under the subcontracting Information section accordingly to show, approved change orders, revised contract amounts, amounts drawn this pay period, amounts drawn to date, amounts paid to day and the starting date of the subcontractors.
6. In the SBE-M/WBE section, check the appropriate category the represents the type of certification each subcontractor has with Palm Beach County.
7. The Schedule 3 must be signed by the person completing the form on behalf of the prime contractor and must include the person's title.

C. **Schedule 3(a)** is used for professional services contracts only. This schedule is completed by the Prime and submitted with each payment request made to Palm Beach County.

1. The Prime lists the percentage of work performed by the prime and the percentage of work performed by all sub consultants.
2. The type of professional service is checked.
3. The Prime marks whether the sub consultant has started work on the project.
4. If yes, they provide the sub consultant's name and contact information, start date, contract amount, scope of work, percentage of work completed and amount paid to date.
5. The schedule 3(a) must be signed by the person completing the form on behalf of the Prime consultant and must include the person's title.

D. **Schedule 4** is available in a fillable Adobe form that allows the Prime to type in specific information which is submitted by the Prime to reflect actual payments made to each Subcontractor/sub consultant.

1. The Prime is not to request signature from a Subcontractor/sub consultant unless it has made payment to the Subcontractor/sub consultant.
2. A separate schedule 4 is required for each Subcontractor/sub consultant.
3. A fillable adobe form will be emailed to the prime contractor by the user department. The user department will pre-fill the spaces on the form that pertain to the Department number, project number, and Prime contractor's vendor code.
4. The Prime will type in the Subcontractor/sub consultant name, payment amount, work order number, if applicable, payment date, and Subcontractor/sub consultant vendor code in the fillable form fields. Subcontractor/sub consultant vendor codes can be found through the OEBA website at <https://www.pbcgov.org/pbcvendors>.
5. The Prime will print the form and have the Subcontractor/sub consultant sign and notarized the form to verifying that the information is correct. The Subcontractor/sub consultant must provide information as to whether a portion of the payment received will be disbursed to another Subcontractors/sub consultant. If the Subcontractor/sub consultants indicates that a portion of their payment will be disbursed to 2nd or 3rd tier sub, a separate Schedule 2 must be submitted for the Subcontractor/sub consultant listed. **(This portion must be completed with a medium point blue ink pen.)**
6. The **original** completed schedule 4 is submitted to Palm Beach County with the Prime's payment request documents.