

# SAMPLE OEBO SCHEDULE 1

## LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Carlin Park, Maintenance Bldg, Roof Replacement  
 NAME OF PRIME RESPONDENT/BIDDER: Roofers Are Us, Inc  
 CONTACT PERSON: Jane Doe  
 SOLICITATION OPENING/SUBMITTAL DATE: 5/1/2021

SOLICITATION/PROJECT/BID No.: 19600  
 ADDRESS: 123 Somewhere St. West Palm Beach, FL 33415  
 PHONE NO.: 123-456-7890 E-MAIL: sample@email.com  
 DEPARTMENT: Procurement

**PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT. \*\*\*Attention: Prime and ALL subcontractors, regardless of SBE status, must be listed on this form.\*\*\* See below example.**

MUST  
Also List  
Prime  
(SBE &  
Non-SBE)

MUST  
List  
ALL  
Subcon-  
tractors

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK					
	Non-SBE	M/WBE	SBE	Black	Hispanic	Women	Caucasian	Other (Please Specify)	
		Minority/Women Business	Small Business						
1. Roofers Are Us, Inc. 123 Somewhere St. WPB, FL 33415 123-456-7890	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	150,000	Should not be left blank				
2. Subcontractor 1 1222 Easy St. WPB, FL 33401 561-123-4567	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	15,565.25	_____	
3. Subcontractor 2 5600 Carefree Lane, WPB, FL 33411 954-345-6789	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	15,815.60	_____	_____	_____	
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	

(Please use additional sheets if necessary)

Total Bid Price \$ 181,380.85

Total 150,000    15,815.60    15,565.25  
 Total SBE - M/WBE Participation \$31,380.85

I hereby certify that the above information is accurate to the best of my knowledge:

  
 Signature \_\_\_\_\_ Title President

- Note:
1. The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
  2. Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
  3. Modification of this form is not permitted and will be rejected upon submittal.

**SAMPLE OEBO LETTER OF INTENT – SCHEDULE 2**

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 19600

SOLICITATION/PROJECT NAME: Carlin Park, Maintenance Bldg, Roof Replacement

Prime Contractor: Roofers Are Us, Inc. Subcontractor: \_\_\_\_\_

**(Check box(s) that apply)**

SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): \_\_\_\_\_

The undersigned affirms they are the following (select one from each column if applicable):

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American	

**S/M/WBE PARTICIPATION** – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.


Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Remove and replace existing roof				\$150,000
				<b>Amount Must Match Schedule 1</b>	

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \_\_\_\_\_

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

\_\_\_\_\_  
Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

Price or Percentage: \_\_\_\_\_

**Roofers Are Us, Inc.**  
 \_\_\_\_\_  
 Print Name of Prime  
 By:   
 \_\_\_\_\_  
 Authorized Signature  
**Jane Doe**  
 \_\_\_\_\_  
 Print Name  
**President**  
 \_\_\_\_\_  
 Title  
 Date: 5/1/2021  
 \_\_\_\_\_

\_\_\_\_\_  
 Print Name of Subcontractor/subconsultant  
 By: \_\_\_\_\_  
 \_\_\_\_\_  
 Authorized Signature  
 \_\_\_\_\_  
 Print Name  
 \_\_\_\_\_  
 Title  
 Date: \_\_\_\_\_  
 \_\_\_\_\_

**SAMPLE OEBO LETTER OF INTENT – SCHEDULE 2**

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 19600  
 SOLICITATION/PROJECT NAME: Carlin Park, Maintenance Bldg, Roof Replacement

Prime Contractor: Roofers Are Us, Inc. Subcontractor: Subcontractor 1

**(Check box(s) that apply)**  
 SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 1/1/2018

The undersigned affirms they are the following (select one from each column if applicable):

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input checked="" type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American	

**S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form.** Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Remove and replace existing roof				\$15,565.25

**Amount Must Match Schedule 1 for Each Subcontractor**

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$15,565.25

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant \_\_\_\_\_ Price or Percentage: \_\_\_\_\_

Roofers Are Us, Inc.  
 Print Name of Prime  
 By: [Signature]  
 Authorized Signature  
Jane Doe  
 Print Name  
President  
 Title  
 Date: 5/1/2021

Subcontractor 1  
 Print Name of Subcontractor/subconsultant  
 By: [Signature]  
 Authorized Signature  
James Jacob  
 Print Name  
Assistant Vice President  
 Title  
 Date: 5/1/2021

**Sub Must Also Sign**



**SAMPLE OEBO LETTER OF INTENT – SCHEDULE 2**

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SOLICITATION/PROJECT NUMBER: 19600

SOLICITATION/PROJECT NAME: Carlin Park, Maintenance Bldg, Roof Replacement

Prime Contractor: Roofers Are Us, Inc. Subcontractor: Subcontractor 2

(Check box(s) that apply)

SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 1/1/2020

The undersigned affirms they are the following (select one from each column if applicable):

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input checked="" type="checkbox"/> Hispanic American <input type="checkbox"/> Native American	

**S/M/WBE PARTICIPATION** – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
	Remove and replace existing roof				\$15,815.60

**Amount Must Match Schedule 1 for Each Subcontractor**

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$15,815.60

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

\_\_\_\_\_  
Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

Price or Percentage: \_\_\_\_\_

Roofers Are Us, Inc.  
Print Name of Prime

By: [Signature]  
Authorized Signature

Jane Doe  
Print Name

President  
Title

Date: 5/1/2021

Subcontractor 2  
Print Name of Subcontractor/subconsultant

By: [Signature]  
Authorized Signature

Janice Doe  
Print Name

President  
Title

Date: 5/1/2021

**Sub Must Also Sign**