

CITY OF POMPANO BEACH FLORIDA  
SMALL BUSINESS ENTERPRISE  
PARTICIPATION FORM

Bid Number & Title: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

<u>Name of Firm</u>	<u>Contact Person Telephone Number</u>	<u>Type of Work To Be Performed</u>	<u>Contract Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR CITY USE ONLY

Total Contract Amount \_\_\_\_\_

Total SBE Contract Amount \_\_\_\_\_

Are documents requested submitted accordingly

\_\_\_ YES \_\_\_ NO

**EXHIBIT "A"**

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR**

Bid Number \_\_\_\_\_

TO: \_\_\_\_\_  
(Name of Prime or General Bidder)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

\_\_\_\_\_ an individual

\_\_\_\_\_ a corporation

\_\_\_\_\_ a partnership

\_\_\_\_\_ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

at the following price: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of SBE Contractor)

BY: \_\_\_\_\_

**SMALL BUSINESS ENTERPRISE (SBE)**  
**UNAVAILABILITY FORM**

**BID #** \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor Labor Only, etc.)
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Said SBE CONTRACTOR(s):

\_\_\_ Did not bid in response to the invitation

\_\_\_ Submitted a bid which was not the low responsible bid

\_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Attached additional documents as available.

**SBE EXHIBIT "C"**

**GOOD FAITH EFFORT REPORT**

**BID #** \_\_\_\_\_

1. What portions of the contract have you identified as SBE opportunities?


2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.


3. Did you send written notices to SBEs?

Yes                       No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

Yes                       No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you ?


7. List the SBEs you will utilize and subcontract amount.

_____	\$ _____
_____	\$ _____
_____	\$ _____

8. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note: Please attach the unavailability letters with this report.**

**SBE EXHIBIT "D"**