

PALM BEACH COUNTY DEPARTMENT OF AIRPORTS



Airports Business Affairs Division
846 Palm Beach International Airport
West Palm Beach, FL 33406-1470
Phone: (561) 471-7403/Fax (561) 471-7427

COUNTING TRUCKING TOWARD DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOALS

1. In order to count trucking services toward a DBE goal, the DBE trucking firm must be performing a commercially useful function on the project.
2. The DBE trucking firm must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract and there cannot be a contrived arrangement for the purpose of meeting the DBE goals.
3. The DBE trucking firm must **own and operate at least one (1) fully licensed, insured and operational truck** used on the contract.
4. The DBE will only receive credit for the total value of transportation services it provides on the contract using its own trucks that **it owns, insures, and operates using its own drivers it employees.**
5. The DBE may lease trucks from another DBE firm, but will only receive credit for the total value of the transportation services the lessee DBE provides on the contract.
6. Under the Palm Beach County Department of Airports DBE Program, **no credit will be given for trucks leased from a non-DBE firm.**
7. If work is being subcontracted by a DBE firm to any other company, the information must be disclosed on Schedule 2, Letter of Intent to Perform as a Disadvantaged Business Enterprise, and Schedule 5, DBE Payment Certification. If a DBE subcontractor that is listed on Schedule 1, List of Proposed DBE Firms, proposes to further subcontract work to a non-DBE firm, the amount will not be counted toward attainment of the DBE goal. In other words, the dollar amount of the work subcontracted to a non-DBE firm must be subtracted from the DBE dollar amount listed on Schedule 1. The following example illustrates this requirement:

Palm Beach County issues a bid for a runway rehab project with a 15% DBE goal. Prime Contractor bids \$1,000,000 on the project and proposes using ABC DBE Firm, a trucking company, as a DBE subcontractor. On Schedule 2, ABC DBE Firm proposes to provide \$250,000 worth of trucking services for Prime Contractor Company. ABC DBE Firm proposes to self-perform \$150,000 worth of work using trucks that are owned and insured by ABC DBE Firm and will be operated by ABC DBE firm's employees. ABC DBE Firm proposes leasing two trucks from 123 Firm, a non-DBE firm. The value of the transportation services to be provided by 123 Firm is \$100,000. ABC DBE Firm is required to disclose the subcontract with 123 Firm in the amount of \$100,000 on Schedule 2. Prime Contractor would only include \$150,000 for ABC DBE Firm on Schedule 1, which would constitute 15% DBE participation. Examples of Schedules 1 and 2 are attached.

**SCHEDULE 1
LIST OF PROPOSED DBE FIRMS
(Attachment _____ to Bid Form)**

Project/Bid Name: PBIA Runway Rehab Project/Bid No: PB-00-00
 Name of Prime Bidder: Prime Bidder Company Change Order/Task/Amendment No. (if applicable): N/A
 Contact Person: John Smith Bid Opening Date: 2/1/2012
 Address: 123 Prime Contractor Road Department: Airports
 Phone No.: 555-555-5555 Fax No: 111-111-1111 E-mail Address: jsmith@primecontractor.co.com

Name, Address & Phone No. of DBE Firm	Description of Type of Work	Classification (Check applicable box)	Dollar Amount			
			Black	Hispanic	Women	Other (Please Specify)
ABC DBE Firm	Trucking, hauling	<input type="checkbox"/> Prime Contractor <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	\$150,000.00	\$	\$	\$
		<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	\$	\$	\$	\$
		<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	\$	\$	\$	\$

Total Base Bid Price: \$1,000,000.00

Total Value of DBE Participation: \$150,000.00

Notes:

- The amounts listed on this form for each DBE Firm must be supported by the price included on Schedule 2, "Letter of Intent to Perform as a Disadvantaged Business Enterprise", in order to be counted toward attainment of the DBE goal.
- Firms identified on this form must be certified as a DBE by the State of Florida's Unified Certification Program.
- If materials or supplies are proposed to be purchased from a DBE regular dealer, sixty percent (60%) of the proposed expenditure is counted toward attainment of the DBE goal. Reduce dollar amount to 60% of supplier's quote for purposes of determining value of DBE participation. Amounts listed on Schedule "2" should reflect the full expenditure (i.e., do not reduce supplier's quote).

By signing this form the undersigned Prime Bidder is committing to utilize the above referenced DBE Firms on the Project and that the Prime Bidder will monitor the DBE Firms to ensure that the work is actually performed by the by the DBE Firms.

By: John Smith
 Signature
John Smith, President
 Print Name/Title of Person Executing on Behalf of the Prime

Date: 1/30/12

*Additional sheets may be used if necessary.

**SCHEDULE 2
(Attachment ___ to the Bid Form)**

LETTER OF INTENT TO PERFORM AS A DISADVANTAGED BUSINESS ENTERPRISE

Project/Bid No.: PBIA Runway Rehab Project/Bid Name: PB 00-00

Change Order/Task/Amendment No. (if applicable): N/A

Name of Prime Bidder: Prime Bidder Company

Name of DBE Firm: ABC DBE Firm

The undersigned is certified as a Disadvantaged Business Enterprise by the State of Florida's Unified Certification Program. Check one or more classifications as applicable:

- Black Hispanic Women Other (Please Specify) _____
 Prime Contractor Subcontractor Manufacturer Supplier

The undersigned is prepared to perform the following described work in connection with the above-referenced project (specify in detail the particular work and/or parts thereof to be performed):

Additional Sheets may be used as necessary.

Line Item/Lot No.	Item Description	Qty/Units	Unit Price	Total Price
N/A			\$	\$

Trucking, hauling services

at the following price¹: \$250,000.00
(Subcontractor/Supplier's Quote)

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

If the undersigned intends to subcontract any portion of the work described above to another subcontractor, please complete the following:

<u>123 Firm</u> <small>(Name of Subcontractor)</small>	\$ <u>\$100,000</u> <small>(Amount of Subcontract)</small>	<input type="checkbox"/> DBE Certified <input checked="" type="checkbox"/> Non-DBE
_____ <small>(Name of Subcontractor)</small>	\$ _____ <small>(Amount of Subcontract)</small>	<input type="checkbox"/> DBE Certified <input type="checkbox"/> Non-DBE

The undersigned affirms that it has the resources necessary to perform the work described above without subcontracting the work to another subcontractor, except as noted above. The undersigned subcontractor/supplier understands that the provision of this form to the Prime Bidder does not prevent the subcontractor from providing quotations to other bidders.

James Doe, President
Printed Name of DBE Subcontractor

By: James Doe
Signature

Date: 1/30/2012

¹ Do not reduce supplier's quote on this Schedule. Adjustments for purposes of determining the value of a supplier's participation should be reflected on Schedule 1 only. See "Note 3" on Schedule 1.