



City of Fort Worth
Business Equity Utilization Form
Disadvantaged Business Enterprise Utilization Form (Applicable if Federally-Funded)

ATTACHMENT 1A
Page 1 of 4

PRIME/OFFEROR/OWNER COMPANY NAME:								
PROJECT NAME:								
PROJECT NUMBER:		BID DATE:		City's Business Equity Goal: (Check if addressing DBE Goal) %			Offeror's Business Equity (or DBE) Commitment: %	
Check all applicable boxes to describe Prime/Offeror/Owner's Classification:								
Not Certified		MBE		WBE		DBE		HUB
VOSB		Section 3						
Certifying Agency:								
NCTRCA		D/FW MSDC		TX DOT		WBCS		Other:
Ethnicity:								
African American		Hispanic		Caucasian		Asian		Native American
Gender:								
Male		Female		Non-Binary				
Definitions: Business Equity Firm: Certified MBE Minority Business Enterprise or WBE Women Business Enterprise DBE: Disadvantaged Business Enterprise								
HUB: Historically Under Utilized Business VOSB: Veteran Owned Small Business Section 3: Certified Housing Urban Development Vendors								

ALL BUSINESS EQUITY FIRMS MUST BE CERTIFIED BEFORE CONTRACT AWARD

Failure to complete this form, in its entirety, and received by the Purchasing Division no later than 2:00 p.m. on the second City business day after bid opening, exclusive of bid opening date, will result in the bid being considered non-responsive to bid specifications. Exception: CFA, ICA, and CDBG projects, documents will be submitted to the City Project Manager if publicly bid or to the Developer if privately bid.

The undersigned Prime/Offeror agrees to enter into a formal agreement with the Business Equity firm(s) listed in this utilization schedule, conditioned upon execution of a contract with the City of Fort Worth (Exception: Developer projects). The intentional and/or knowing misrepresentation of facts is grounds for consideration of disqualification and will result in the bid being considered non-responsive to bid specifications.

Business Equity firms listed toward meeting the project goal must be located in the City's marketplace at the time of bid or the business has a Significant Business Presence in the Marketplace. The marketplace is the City of Fort Worth including portions of Denton, Parker, Wise, and all of Tarrant, Dallas, and Johnson counties.

Certified means those firms, located within the Marketplace, that have been determined to be a bona-fide minority or women business enterprise by the North Central Texas Regional Certification Agency (NCTRCA), Dallas/Fort Worth Minority Supplier Development Council (D/FW MSDC) and Women's Business Council-Southwest (WBCS).

If hauling services are utilized, the Prime/Offeror will be given credit as long as the Business Equity firm listed owns and operates at least one fully licensed and operational truck to be used on the contract. The Business Equity firms may lease trucks from another Business Equity firm, including Business Equity owner-operated, and receive full Business Equity credit. The Business Equity firm may lease trucks from non-Business Equity firms, including owner-operated, but will only receive credit for the fees and commissions earned by the Business Equity as outlined in the lease agreement. **Note: For DBE Goals, 60% of the services count towards the goal. Please see below.**

Counting DBE Participation: If materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies towards the goal. If the materials or supplies are purchased from a DBE regular dealer, count 60 percent of the cost of the materials and supplies toward the DBE goal. When materials or supplies are purchased from a DBE neither a manufacturer nor a regular dealer, count the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies or fees or transportation charges for the delivery of the materials or supplies delivered to the job site. In all cases, the Prime/Offeror is responsible to identify the amounts to be used toward the committed DBE goal.



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Please note that only certified Business Equity firms will be counted to meet the Business Equity goal. Prime/Offerors are required to identify **ALL** subcontractors/suppliers, regardless of status; i.e., Business Equity firms and non-Business Equity firms. Prime/Offerors must identify by tier level all subcontractors/suppliers. Tier: means the level of subcontracting below the Prime/Offeror i.e. a direct payment from the Prime/Offeror to a subcontractor is considered 1st tier, a payment by a subcontractor to its supplier is considered 2nd tier. Business Equity firms are to be listed before non-Business Equity firms. The Prime/Offeror is responsible to provide proof of payment of all tiered sub-contractors/suppliers identified as a Business Equity firm and counting those dollars towards meeting the contract committed goal.

Certified Business Equity Prime/Offeror Contractors counting their self-performance towards meeting the contract goal, must be certified within those NAICS commodity codes with a certifying agency acceptable by the City of Fort Worth. Certified Business Equity Prime/Offeror counting self-performing services towards the goal, the service(s) to be performed should be listed first on the Utilization form.

Check this box if certified Prime Contractor services will be counting towards the Business Equity contracting goal. Please list services first below.

Please list certified Business Equity firm names as listed on their certification, including DBA names.

NAMES AND ADDRESSES OF CONTRACTORS/SUPPLIERS	TYPE OF SERVICES/SUPPLIES PROVIDED (NAICS Required)	Specify Tier Name 1st Tier	Certification Agency	Gender and Ethnicity:
Business Name: Address: Phone: Email: Contact Person:	Type of Service/Supplies: NAICS Code: \$ AMOUNT:		Certified By: D/FW MSDC NCTRCA TXDOT WBCS Other:	Male Female Non-Binary African American Hispanic Asian Caucasian Native American
Business Name: Address: Phone: Email: Contact Person:	Type of Service/Supplies: NAICS Code: \$ AMOUNT:		Certified By: DFW MSDC NCTRCA TXDOT WBCS Other:	Male Female Non-Binary African American Hispanic Asian Caucasian Native American
Business Name: Address: Phone: Email: Contact Person:	Type of Service/Supplies: NAICS Code: \$ AMOUNT:		Certified By: DFW MSDC NCTRCA TXDOT WBCS Other:	Male Female Non-Binary African American Hispanic Asian Caucasian Native American



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Please include multiple copies of this page if needed to list all contractors and suppliers.

NAMES AND ADDRESSES OF CONTRACTORS/SUPPLIERS	TYPE OF SERVICES/SUPPLIES PROVIDED (NAICS Required)	Specify Tier Name 1st Tier	Certification Agency	Gender and Ethnicity:
Business Name: Address: Phone: Email: Contact Person:	Type of Service/Supplies: NAICS Code: \$ AMOUNT:		Certified By: D/FW MSDC NCTRCA TXDOT WBCS Other:	Male Female Non-Binary African American Hispanic Asian Caucasian Native American
Business Name: Address: Phone: Email: Contact Person:	Type of Service/Supplies: NAICS Code: \$ AMOUNT:		Certified By: DFW MSDC NCTRCA TXDOT WBCS Other:	Male Female Non-Binary African American Hispanic Asian Caucasian Native American
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Business Name: Address: Phone: Email: Contact Person:	Type of Service/Supplies: NAICS Code: \$ AMOUNT:		Certified By: DFW MSDC NCTRCA TXDOT WBCS Other:	Male Female Non-Binary African American Hispanic Asian Caucasian Native American

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Total Dollar Amount of Certified Prime/Offendor Services towards contract goal	\$
Total Dollar Amount of Business Equity (or DBE if applicable) Subcontractors/Suppliers	\$
Total Dollar Amount of Non-Business Equity Subcontractors/Suppliers	\$
TOTAL DOLLAR AMOUNT OF CERTIFIED PRIME/ALL SUBCONTRACTORS/SUPPLIERS	\$

The Prime/Offendor will not make additions, deletions, or substitutions to this certified list without the prior approval of the Business Equity Division through the submittal of a ***Request for Approval of Change/Addition online***. Any unjustified change or deletion shall be a material breach of contract and may result in debarment in accord with the procedures outlined in the ordinance. The Prime/Offendor shall submit a detailed explanation of how the requested change/addition or deletion will affect the committed Business Equity goal. If the detail explanation is not submitted, it will affect the final compliance determination.

By affixing a signature to this form, the Prime/Offendor further agrees to provide, directly to the City upon request, complete and accurate information regarding actual work performed by all subcontractors, including non-Business Equity firms. The Prime/Offendor also agrees to allow an audit and/or examination of any books, records and files held by their company. The Prime/Offendor agrees to allow the transmission of interviews with owners, principals, officers, employees and applicable subcontractors/suppliers participating on the contract that will substantiate the actual work performed by the Business Equity firms on this contract, by an authorized officer or employee of the City. A Prime/Offendor who intentionally and/or knowingly misrepresents material facts shall be Debarred for a period of time of not less than three (3) years.

Authorized Signature

Title

Company Name

Address

City/State/Zip Code

Printed Signature

Contact Name and Title (if different)

Phone Number

Email Address

Date