

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 after contract award.

Important Points to Remember

- A. Schedule 1** must be completed by the Prime Contractor and submitted with the bid or proposal.
1. List the name, contact information and dollar amount or percentage of work to be completed by **all** Subcontractors/subconsultants on the project.
 2. If the Prime is an SBE or M/WBE, they must also list their name, contact information and dollar amount or percentage of work to be performed on the project.
 3. Please check the appropriate boxes if the Subcontractor(s)/subconsultant(s) is only an SBE or is both an SBE and M/WBE.
 4. If the SBE subcontractor is also an M/WBE, please place the dollar amount or percentage of work in the appropriate race category.
 5. 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.
- B. Schedule 2** must be completed by each Subcontractor/subconsultant listed on schedule 1 and submitted with the bid or proposal.
1. **Specify in detail** the line items, if available, and work to be performed 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, and will be sub-contracted to a noncertified SBE subcontractor, that dollar amount or percentage must be written in the appropriate line on the schedule 2. A separate Schedule 2 must be submitted for all 2nd and 3rd tier Subcontractors/subconsultants.
 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 that 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 subconsultants.
2. The type of professional service is checked.
3. The Prime marks whether the subconsultant has started work on the project.
4. If yes, they provide the subconsultant'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 then submitted, by the Prime, with each payment request to Palm Beach County to reflect actual payments made to each Subcontractor/subconsultant.

1. The Prime is not to request signature from a Subcontractor/subconsultant unless it has made payment to the Subcontractor/subconsultant.
2. A separate schedule 4 is required for each Subcontractor/subconsultant.
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/subconsultant name, payment amount, work order number, if applicable, payment date, and Subcontractor/subconsultant vendor code in the fillable form fields. Subcontractor/subconsultant 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/subconsultant sign and notarized the form to verifying that the information is correct. The Subcontractor/subconsultant must provide information as to whether a portion of the payment received will be disbursed to another Subcontractors/subconsultant. If the Subcontractor/subconsultants 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/subconsultant 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.