

4 STEPS TO PROPERLY COMPLETE OEBO SCHEDULE 1

Step 1. Complete top Section with Bid/Project name, Bid/Project number, Bid/Submittal Date and the Department you are submitting your bid/proposal.

OEBO SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: _____ SOLICITATION/PROJECT/BID NO.: _____
 SOLICITATION OPENING/SUBMITTAL DATE: _____ COUNTY DEPARTMENT: _____

Step 2. Section A: Complete the Prime's contact information and dollar or percentage of work. Complete this section regardless of whether the Prime is SBE or Non-SBE

Section A PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE **PRIME CONTRACTOR/CONSULTANT** ON THE PROJECT:

NAME OF PRIME RESPONDENT/BIDDER: _____ ADDRESS: _____
 CONTACT PERSON: _____ PHONE NO.: _____ E-MAIL: _____
 PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: _____

Non-SBE	MBE	WBE	SBE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check what category applies to you.

Step 3. Section B: Beginning with line # 1, list contact information for ALL SUBCONTRACTORS on this project, whether SBE or non-SBE. Select the appropriate checkbox then list the dollar amount or percentage of work to be performed by each subcontractor for this project.

Section B PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY **ALL SUBCONTRACTORS/SUBCONSULTANTS** ON THE PROJECT BELOW:

Subcontractor/Subconsultant Name	(Check all Applicable Categories)				DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	MBE Minority Business	WBE Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other
	1. Subcontractor 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	18,500.00	_____	_____
2. Subcontractor 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	32,650.00	_____

Dollar amount or the percentage.

Step 4. Fill out the Total Bid Price, enter the Total dollar amount or percentage for each category (Black, Hispanic, Women, Caucasian, Other) and Total SBE- M/WBE participation. Lastly, sign the form and provide the title for the authorized signee.

(Please use additional sheets if necessary)

	Total	18,500.00	32,650.00	
Total Bid Price \$ 378,549.32	SMWBE Prime must add their dollar or percentage amount here along with their subs	Total Certified S/M/WBE Participation \$ 18,500.00		

I hereby certify that the above information is accurate to the best of my knowledge: SIGN HERE TITLE HERE
Name & Authorized Signature Title