

# Work Write-Up

**Joyce (Lavren) Butler**

\* EXHIBIT 1 \*

Dated: 9/30/2010

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Printed: Thursday, March 31, 2011 11:28 AM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

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## **CUSTOMER INFORMATION**

Joyce (Lavren) Butler

Project Address

4651 Gearhart Rd.

Tallahassee, Fl 32303

Customer Address

4651 Gearhart Rd.

Tallahassee, Fl 32303

Home Phone: 562-3176

Work Phone: 264-0131-c

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## **PREPARED BY**

Lon Twwyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

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\* NOTE \*

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED, AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

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Location / Work Description	Quantity	UOM	Cost
<b>GENERAL REQUIREMENTS</b>			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses require by the State, County and City.	1	EA	
01.0050 P1 CODE COMPLIANCE All materials must be approved by Leon County and methods of construction related to work performed on this project must comply with locally adopted code requirements .	1		
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner.	1		
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work and work being performed on project.	1		
01.0125 P1 PLACE A JOB SIGN IN FRONT YARD Contractor must securely position a project sign in the front yard and within view of the street. It is the Contractor's responsibility to pick a sign up from, and return it to, the Program Administrator. Signs to be returned in good condition.	1		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	1		
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	1		
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS Contractor to perform work specified in Work Write- Up in a high-quality	1		

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<p>good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's instructions and 3) be Leon County approved.</p> <p>01.0225 P1 GENERAL WARRANTY            Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Contractor to provide copies of manufacturer's warranties for materials and systems that have a warranty period longer than one year. Refer to project Contract for specific requirements concerning warranty.</p> <p>01.0250 P1 SCHEDULING WORK            Contractor to schedule work between 8:00am and 6:00pm Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Homeowner. Work requiring a Compliance Inspection by the Program Administrator can ONLY be performed between 8:00am and 5:00pm Monday through Friday. The Contractor responsible for scheduling and coordinating subcontractor work.</p> <p>01.0275 P1 COMPLIANCE INSPECTIONS            Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. These inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles, and 3) inspection of repaired floors prior to installation of new sub- floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!</p> <p>01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS            Contractor must submit to Program Administrator a payment request signed by the Homeowner approving payment. This request must be submitted in person to Program Administrator at least one day ahead of desired inspection date. Inspections will not be scheduled by phone. Payment inspections will be scheduled on a first-requested first-scheduled basis.</p> <p>01.0325 P1 PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK            Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.</p> <p>01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK            Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.</p>	<p></p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

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01.0375 P1 PRIME BARE WOOD The exposed face of all newly installed wood and all wood scraped down to bare wood must be primed with appropriate primer.	1		
01.0400 P1 CAULKING WOOD Caulking, if any, must occur only after primer has been applied to the area being caulked and prior to the installation of any paint.	1		
01.0425 P1 CONCEAL ANY NEW WIRING & PLUMBING LINES FROM VIEW All new electrical wiring and plumbing lines are to be installed concealed from view inside stud walls, under floors and in attics. Unless otherwise approved by Homeowner and Program Administrator, surface mounted wire mold and conduit are not permitted.	1		
01.0450 P1 INSULATE EXPOSED WALL CAVITIES All exposed exterior wall cavities that are to be enclosed by a new wall surface material are to have a minimum of R-13 insulation installed in the cavity before the new wall surface material is installed.	1		
01.0475 P1 REDUCE AIRBORNE DUST DURING CONSTRUCTION Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.	1		
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.	1	EA	
<b>HOMEOWNER WORK</b>			
90.0025 P1 HOMEOWNER TO PARTICIPATE IN LOCAL WEATHERIZATION PROGRAM Homeowner to apply for assistance in local weatherization program presently administered by Capital Area Community Action Agency	1		

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<b>EXTERIOR WALLS</b>			
30.0175 P1 REMOVE CHIMNEY FROM TOP OF HOUSE Remove chimney from top of house. Install roof decking over opening to match surrounding area.	1		
30.0775 P1 REPAIR THE ROOF OVERHANG AND RAFTER TAILS Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board and roof decking at eaves and overhangs. Install suitable sub-facia to accept aluminum site-formed facia covering	112	LF	
30.1275 P1 INSTALL VINYL SIDING AND RELATED COMPONENTS Install vinyl siding, corner boards and other typical vinyl components over exterior wood siding on walls and gables. Inside of enclosed porches and concrete block areas not included. Stagger siding joints according to manufacturer's instructions. Install "Tyvek" or equal housewrap. Use at least .044 millimeter thick siding and components manufactured by Georgia Pacific, Mastic, Wolverine, Certainteed or other approved equal. Homeowner to select siding color from standard inventory. Soffit and facia to be white. No special order or premium colors allowed. ***CONTRACTOR TO VERIFY MEASUREMENTS AND QUANTITIES. QUANTITIES STATED HEREIN AND ON PLANS ARE APPROXIMATE.***	400	SF	
60.0200 P1 REMOVE WINDOW AND ENLARGE SIZE OF OPENING TO ACCEPT NEW WINDOW Remove window and enlarge opening to accept new window that meets current egress requirements for residential sleeping area. Repair any wall surfaces damaged during work. New window to be insulated, single hung, white frames.	1		
<b>ROOF &amp; ATTIC</b>			
35.0300 P1 WRAP CORNICE AND RAKE BOARDS WITH COIL STOCK AND VINYL Install site formed .024 gauge coil stock on all fascia boards and rake boards. Install .044 millimeter thick perforated vinyl soffit. Remove "bird boards" between every fourth and fifth rafter to facilitate ventilation of attic and roof. Install baffles in attic to prevent insulation from blocking ventilation path. Use vinyl material manufactured by Georgia Pacific, Mastic, Certainteed, Wolverine or other approved equal. Install per manufacturer's specifications. Provide any necessary blocking and nailers.	171	LF	
35.0425 P1 REPLACE UP TO 20% OF ROOF DECKING Replace any rotten, badly warped, or broken roof decking and nailers. Material thickness shall match surrounding material. Roofs requiring replacement of more than 20% of the roof decking shall be covered through a Change Order. Call Program Administrator for Compliance Inspection after installing new decking and nailers, and	352	SF	

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before replacing additional decking and nailers.			
35.0925 P1 INSTALL NEW SHINGLES ON ROOF DECKING Install 15 lb asphalt saturated felt and new 240 lb or heavier class "A" three tab fiberglass self sealing shingles according to manufacturer's instructions. Install starter course at edges of roof. Shingles to have a minimum 20 year limited manufacturer's warranty. Install FHA approved drip edge with a white baked on enamel finish at all fascia boards and barge rafters. Install metal flashing tucked behind siding at intersections of roof and walls. Shingle color to be selected by Owner from standard inventory colors. No special order or upgraded colors included.	1,690	SF	
<b>BATHROOM</b>			
45.0725 P1 INSTALL A PREHUNG HOLLOW CORE DOOR WITH A NEW LOCKSET Remove existing door, casing, and jamb. Install a new 1-3/8" thick prehung hollow core "colonist" style door with a split jamb, 356 or 366 casing and a new lockset. Lockset to be privacy function. Lockset to be manufactured by Kwikset, Yale, Weiser, or approved equal. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Paint color will be white, lockset to be polished brass.	2	EA	
70.0175 P1 INSTALL NEW VANITY CABINET AND CULTURED MARBLE COUNTER TOP Field measure and install high quality bathroom vanity base cabinet built by a professional cabinet maker or cabinet manufacturer meeting ANSI A161.1 standards. Cabinet to have 3/4" Birch or equal frames and 3/4" Birch or equal plywood end panels. Doors to be made from Birch or equal wood. Particleboard is not permitted. All visible wood surfaces to be protected with factory applied water resistant coating. Install a cultured marble counter top with back and end splashes. Apply a bead of mildew resistant caulk where top of splashes meet wall surfaces. Owner to select color of cabinet stain and/or paint and style of cabinet and cabinet hardware using a \$55 per foot allowance. Owner to select counter top using a \$50 per foot allowance. Colors and styles to be from standard inventory, no special order or upgraded colors or styles included.	3	LF	
75.0275 P1 INSTALL A NEW BATHROOM SINK FAUCET Install a new washerless bathroom sink faucet with pop-up valve. Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Use Delta Model #522 or #520 or approved equal. Owner to select faucet using a \$60 allowance.	1		
75.0625 P1 INSTALL A NEW TOILET Install a new 2 piece closed coupled, vitreous china, water saving commode with maximum 1.6 gallons per flush manufactured by American Standard, Kohler or	1		

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<p>approved equal. Commode to include all new components including supply line and wax seal. Top of toilet tank to be no more than 1" from back wall. Owner to select commode using an \$100 fixture allowance.</p>			
<b>BEDROOM #1</b>			
<p>45.0725 P1 INSTALL A PREHUNG HOLLOW CORE DOOR WITH A NEW LOCKSET            Remove existing door, casing, and jamb. Install a new 1-3/8" thick prehung hollow core "colonist" style door with a split jamb, 356 or 366 casing and a new lockset. Lockset to be privacy function. Lockset to be manufactured by Kwikset, Yale, Weiser, or approved equal. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Paint color will be white, lockset to be polished brass.</p>	1		
<b>BEDROOM #2</b>			
<p>45.0725 P1 INSTALL A PREHUNG HOLLOW CORE DOOR WITH A NEW LOCKSET            Remove existing door, casing, and jamb. Install a new 1-3/8" thick prehung hollow core "colonist" style door with a split jamb, 356 or 366 casing and a new lockset. Lockset to be privacy function. Lockset to be manufactured by Kwikset, Yale, Weiser, or approved equal. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Paint color will be white, lockset to be polished brass.</p>	1		
<b>BEDROOM #3</b>			
<p>45.0725 P1 INSTALL A PREHUNG HOLLOW CORE DOOR WITH A NEW LOCKSET            Remove existing door, casing, and jamb. Install a new 1-3/8" thick prehung hollow core "colonist" style door with a split jamb, 356 or 366 casing and a new lockset. Lockset to be privacy function. Lockset to be manufactured by Kwikset, Yale, Weiser, or approved equal. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Paint color will be white, lockset to be polished brass.</p>	1		
<b>HVAC &amp; GAS SYSTEM</b>			
<p>85.0725 P1 INSTALL NEW HEAT PUMP WITH INSULATED DUCT WORK            Install a new UL listed electric heat pump having a SEER rating of at least 13 that is sized to properly heat and cool the house. Install new ductwork insulated to a minimum</p>	1,004	SF	

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<p>of R6. Make ductwork airtight including use of mastic to seal ductwork seams and connections for supply and return. Install a new thermostat. Each room to have at least one diffuser. Provide code compliant return air method including any necessary transfer grills and/or return air duct systems with grilles and ductwork. Provide all electrical connections. Material and method of installation to comply with mechanical and electrical code requirements. Construction of HVAC closet to be coordinated between contractor and HVAC subcontractor.</p>			
<hr/>			
<b>KITCHEN</b>			
<p>45.0375 P1 INSTALL A NEW PREHUNG 6-PANEL INSULATED METAL DOOR WITH LOCKS            Remove existing exterior door and prepare rough opening to accept new 32" prehung exterior door unit. Install a new prehung 1-3/4" thick 6-panel insulated metal door unit including jamb, casing, hinges, striker plate, threshold and weatherstripping. Install a new entry and single cylinder deadbolt lockset keyed alike and manufactured by Kwikset, Yale, Weiser or approved equal. Allow \$22 for entry lock and \$17 for deadbolt lock. Caulk, prime and apply two coats of high quality semi-gloss acrylic latex paint on door, jamb and casing. Owner to select lockset finish and paint color. Coordinate door installation with kitchen floor covering installation to insure new underlayment and vinyl are under threshold.</p>	1		
<p>55.0200 P1 INSTALL NEW UNDERLAYMENT OVER EXISTING FLOORING            Install new underlayment grade 3/8" plywood on top of existing floor. Secure underlayment to subfloor using screws or ring shank shank nails spaced 4" on center along edges and 6" on center across entire surface. Stagger and fill all joints and indentations with floor patch and sand smooth. Lauan and hardboard panel are not acceptable. Call Program Administrator for compliance inspection upon task completion BEFORE FLOORCOVERING INSTALLATION.</p>	96	SF	
<p>55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING            Glue new 12-mil or thicker 100% sheet vinyl with "innerflex" type backing at perimeter of underlayment using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install 3 1/4" FJ colonial style baseboard and shoe mold around entire perimeter. Baseboard and shoe moulding to be caulked and painted with 2 coats of semigloss paint. Install metal transition strips in door openings. Coordinate vinyl installation with exterior door installation to insure vinyl floor covering is installed continuous under exterior threshold. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$13.00 per square yard allowance.</p>	60	SF	

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70.0125 P1 INSTALL NEW BASE CABINET AND COUNTER TOP Field measure and install high quality kitchen base cabinets built by a professional cabinet maker or cabinet manufacturer meeting ANSI A161.1 standards. Cabinet to have 3/4" solid hardwood frames and 3/4" hardwood plywood end panels. Door and drawer faces to be made from hardwood. Shelves to be 1/2" finish grade wood with smooth edges. Particleboard is not permitted. Cabinets, other than sink base cabinets, to have drawers. All visible wood surfaces to be protected with factory applied water resistant coating. Install a post formed rolled edge plastic laminated counter top with end splashes, capped open ends, and integrated backsplashes. Countertop miter joints to be caulked prior assembly. Countertop miter joints to be tight and flush. Tops to be caulked to wall surfaces. Owner to select color and style of cabinet and cabinet hardware using a \$77 per foot allowance. Owner to select counter top using a \$14.00 per foot allowance. No special order or upgraded colors included.	12	LF	
70.0225 P1 INSTALL NEW WALL CABINET Field measure and install high quality kitchen wall cabinets built by a professional cabinet maker or cabinet manufacturer meeting ANSI A161.1 standards. Cabinet face and door frames to be 3/4" solid hardwood. Install matching trim to conceal cracks between cabinet and wall surfaces. Particleboard is not permitted. All wood surfaces to be protected with water resistant coating. Top edge of cabinet to be placed 7' above floor level. Cabinets over counter tops to be 30" in height. Cabinets over sinks and refrigerators to be 18" in height. Cabinets over range tops to be 15" in height. Build matching box between range hood cabinet and ceiling to conceal duct. Owner to select style and color from standard inventory, no special order or upgraded colors or styles included.	6	LF	
75.0125 P1 INSTALL A NEW 2-BOWL KITCHEN SINK AND FAUCET Install a new 8" deep double bowl stainless steel self rimming kitchen sink with two basket strainers. Install a new single control washerless kitchen sink faucet with spray. Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Faucet to have at least a 2 year warranty. Use Delta Model #400 or approved equal. Owner to select faucet using a \$70 allowance.	1		
95.0125 P1 INSTALL A VENTED RANGE HOOD Install a new 30" vented range hood Maytag model # UXT2030AAW or equal. Range hood to be vented to atmosphere. Install a vent collar where vent passes through ceiling and flashing where vent passes through roof. Build chase in cabinet with like materials. Build enclosure between cabinet and ceiling with finished wallboard or material that matches the cabinets.	1		

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## **Cost Summary**

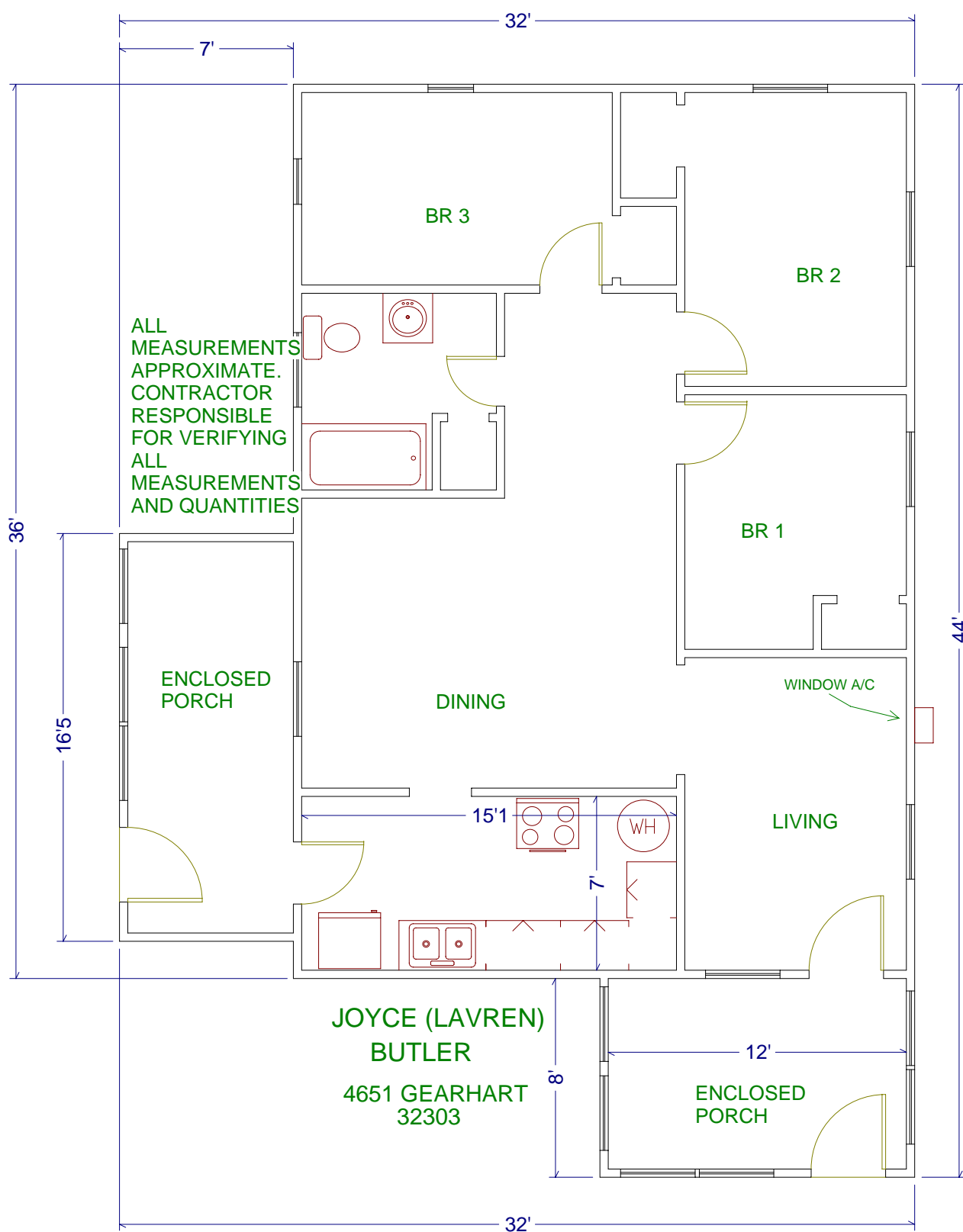
Total Cost

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# MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

**Respondent:** \_\_\_\_\_

All respondents, including Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), shall complete and submit this M/WBE Participation Plan with their proposal. Through submission of its bid/proposal, Respondent certifies, acknowledges and agrees that the Participation Level and the Good Faith Efforts herein designated are accurate and true; and, that the individual whose manual signature is on this submission is duly authorized on behalf of the respondent to make such certification.

For the purposes of MWBE participation on Leon County projects, the following definition applies:

“Certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE)” are firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but, those from other governmental organizations are not accepted by Leon County”

**SECTION  
1 -  
ASPIRATI  
ONAL  
TARGET  
FOR  
M/WBE  
PARTICIPATION**

**DIRECTIONS: Each respondent must designate in Section 1 its level of MWBE participation. If the aspirational targets are not met or exceeded, Section 2 must be completed if the respondent does not meet the aspirational targets. All Respondents are to list subcontractors as appropriate in Sections 3 and 4.**

The aspirational target for this project is:

Aspirational Target for Construction

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE)	17% of the total anticipated contract value
Certified Women Business Enterprises (WBE)	9% of the total anticipated contract value

**SECTION 2 - GOOD FAITH EFFORT**

The following list of the good faith efforts criteria complies with Leon County’s Purchasing and Minority, Women, and Small Business Enterprise Policy. This criteria is used in the determination of whether a contractor has performed and documented good faith efforts. Also, the basis for rejecting a MWBE deemed unqualified or unacceptable by the Prime Contractor shall be documented and included in the respondent’s Good Faith Effort documentation.

1. Please identify **all** of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as “Good Faith” and provide documentation of **all** Good Faith Efforts completed by your firm will deem your proposal as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
  - a. Advertised for participation by M/WBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared – or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all

M/WBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied

- b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
- c. Contacted the MWSBE Division for a listing of available M/WBEs who provide the services needed for the bid or proposal.
- d. Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
- e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
- f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
- g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
- h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.

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2. Prime contractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a through investigation of their capabilities. **The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation.** The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
3. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.

**PARTICIPATION PLAN FORM continued on following pages.**

**SECTION 3 - RESPONDENT'S PROPOSED MBE PARTICIPATION**

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Respondent shall complete the following Table identifying each certified MBE firm they intend to use on this project. Attach additional sheets as necessary.

**MBE and WBE Intended Utilization**

<b>Firm's Name</b> (Requires Leon County or City of Tallahassee MWBE certification) <sup>1</sup>	<b>Firm's Location Address</b> (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	<b>Firm's Telephone Number</b>	<b>Ethnic Group<sup>2</sup></b> (B, A, H, N, F)	<b>Total Dollar Amount of MWBE Participation</b>	<b>Type of Service to Provide</b>
<b>Minority and Women Business Enterprise(s)</b>					
a.					
b.					
c.					
d.					
e.					

<sup>1</sup>**Certification** – Attach and submit a copy of each MBE and WBE certification with the proposal.

<sup>2</sup>**Ethnic Group** – Use of the following abbreviations: (a) MBE's include: African American (B), Asian American (A), Hispanic American (H) and Native American (N) owned firms; (b) WBEs include Non-Minority Female (F) owned firms.

**SECTION 4 - NON-MWBE SUBCONTRACTORS**

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Respondent shall complete the following Table identifying non-MBE's or WBE's subcontractors it anticipates utilizing on the project.

<b>Non-MBE and WBE Intended Utilization</b>				
<b>Firm's Name</b>	<b>Firm's Address</b>	<b>Firm's Phone #</b>	<b>Total Dollar Amount</b>	<b>Type of Service to Provide</b>
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				