

INSTRUCTIONS FOR SUBCONTRACTOR UTILIZATION REPORT COMPLETION

This form is used to report the utilization of minority/women/disadvantaged or other business enterprises during the term of the contract. The form is required monthly as designated and must be submitted no later than (15) days following the end of the reporting period. Submit the completed form to the Los Angeles World Airports, Contract Services Division, 7301 World Way West, 2nd Floor, Los Angeles, California, 90045. A copy must also be sent to the contract administrator in the division managing the contract.

Contract Number – The number assigned by LAWA.

Reporting Period – Enter the dates corresponding to the period covered by the report, and state the beginning and ending date; for example “Reporting Period from April 1 through April 30, 2004.

Project Name – The name of the project at the time of award.

Prime Contractor – The bidder or proposer to whom the contract was awarded.

Contract Project Manager – The name of the project manager acting as coordinator between Prime Contractor and LAWA.

Contract Start Date/Completion – The length of the contract in years, months or days, whichever is appropriate for the term length of the contract. Indicate the start date of the contract and the date the project will be completed.

LAWA Airports Serviced – List all the LAWA airports serviced by this contract.

Original Contract Amount – The total authorized amount at the time of award.

Amendments during the Reporting Period – Amendments, change orders, quantity extensions, etc. that were added this reporting period.

Authorized Amount to Date – The current value of the contract, including amendments, change orders, quantity extensions, etc.

Total Invoiced to Date – The sum of all invoices from the Prime Contractor to the Los Angeles World Airport. This represents work that has been completed on the contract.

Name and Address of MBE/WBE/DBE Utilized This Period – The complete name, address and all requested information for each MBE/WBE/DBE/OBE subcontractor, vendor or supplier should be listed as indicated on the Participation Form, whether the subcontractor is utilized during this reporting period or not. **Please Note: All MBE/WBE/DBE/ACDBE firms must be certified by any of the agencies of California Unified Certification Program (CUCP): Orange County Transportation Authority (OCTA), Los Angeles County Metropolitan Transportation Authority (METRO), San Francisco Bay Area Rapid Transit District (BART), San Francisco Municipal Transportation Agency (SFMTA), Santa Clara Valley Transportation Authority (VTA), Central Contra Costa Transit Authority (CCCTA), San Mateo County Transit District (SAMTRANS), City of Fresno, California Department of Transportation (CALTRANS), Yolo County Transportation District (YOLOBUS), San Diego County Regional Airport Authority, San Francisco International Airport.**

If a firm is not certified by one of the previously mentioned agencies, the dollar amount of its participation will not be counted toward goal achievement. For information regarding the certification process call the Department of Public Works, Bureau of Contract Compliance at (213) 847-1922.

Group – Check only one appropriate box for MBE, WBE, DBE or OBE designation. If an M/W/DBE application has been submitted and certification is pending, place a “P” in the space under the DBE checkbox.

Description of Work Performed – A brief description of the work performed. Also indicate if this is the only or the final report for a particular subcontractor, vendor or supplier.

Amount Invoiced This Period – List only the amount invoiced by the subcontractor to the Prime Contractor for this reporting period. Indicate if the reported amount was validated by the subcontractor.

Amount Invoiced to Date – The cumulative total invoiced by the subcontractor to the Prime Contractor during the life of the contract. Indicate if the reported amount was validated by the subcontractor.

Total Invoiced This Period – The sum of all invoices from MBE/WBE/DBE and OBE subcontractors, vendors, and suppliers during the current reporting period.

Total Invoiced to Date – The sum of invoices from the MBE/WBE/DBE and OBE subcontractors, vendors, and suppliers during the term of the contract.

Pledged Participation Level at Award – The pledged participation level of the prime contractor at the time of award. These should be the same as the percentages listed under “Participation Levels Proposed by Prime” on the MBE/WBE/DBE Participation Form. If they differ, the prime contractor should submit a “Revised Participation Form” for approval by the Contract Services Division.

Achieved Participation Level – The current level of achievement of the Prime Contractor.

Corrective Action Plan – Shall be submitted by the Prime Contractor with the invoice when the Achieved Participation Level, by subcontractor, as reported in the Subcontractor Utilization Report, is below 20% of the contracted Pledged Participation Level. (Do not include subcontractors with no scheduled activity)

Signature/Date – This report must be signed by a responsible person capable of committing the firm contractually.

Name/Title/Phone – Print the name and title of the person signing this report, telephone number and e-mail address.