(Sample)

# MBE Summary Report

**Please submit to: Minority Business Affairs, 4880 Bulls Bay Highway, Jacksonville, FL 32219**
**or fax to: (904) 858-1492**

| | | | | | | |
|---|---|---|---|---|---|---|
| **Name of Contractor/Consultant:** Out of Site Construction Inc. | **Goal:** | **AA** 10% | **HANA** 3% | **WBE** 7% | **Overall** | **Sheltered** |
| **Project Title:** Addition and Remodeling of School of Knox | **Project No:** | BR-549 | | **Type of Project:** | | CM |
| **Total contracted amount + Direct Purchase:** $3,837,250.00 | | **Contact person:** | | Wayne Shane | | **Phone#:** (904) 123 4567 |

| | | | Contract Amount + Change Orders | | | Overall Job Performance by MBE | | | |
|---|---|---|---|---|---|---|---|---|---|
| **No.** | **MBE Firm Name** | **Scope of Work** | **AA** | **HANA** | **WBE** | **Unsatisfactory** | **Poor** | **Average** | **Satisfactory** |
| 1 | Down Under Utilities Construction, Inc. | Site Work | | | $493,531.00 | | | X | |
| 2 | Concrete-R-Us Inc. | Concrete | $102,548.00 | | | | | | X |
| 3 | Drywall Enterprise, Co | Drywall, Drop ceiling | | $156,932.00 | | | | | X |
| 4 | Painters Choice Company | Painting, tile | $75,900.00 | | | | | X | |
| 5 | Summer Landscaping Inc. | Landscaping | $35,897.00 | | | | X | | |
| 6 | Janitorial Specialist, LLC | Construction Cleaning | $13,452.00 | | | | | | X |
| 7 | Spec Finishing, Inc. | Bathroom Partitions | | | $700.00 | X | | | |
| 8 | Superior Finishing, Inc. | Bathroom Partitions | $7,500.00 | | | | | | X |
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| | **Total** | | $235,297.00 | $156,932.00 | $494,231.00 | $886,460.00 | | | |
| | **% of Contract** | | 6.13% | 4.09% | 12.88% | 23.10% | | | |
| | **Were the Goal(s) met?** | | No | Yes | Yes | N/A | | | |

**Remarks:**

| | |
|---|---|
| 2 | Consistently performed in an exemplary and highly professional manner. I recommend this sub on any of my projects. |
| 3 | We were provided with a foreman with outstanding technical knowledge and good safety awareness. |
| 6 | Epitomizes those rare qualities most sought in today's subcontractors. |
| 1&4 | Executed their contract without delay to the schedule. |
| 5 | Did not satisfy minimum scheduling requirements. Habitually got into financial trouble with crew. |
| 7 | We withdrew contract from subcontractor because of inferior workmanship and disagreeable personality. Contract was awarded to Superior Finishing, Inc. |
| 8 | Company was very responsive to our needs. Demonstrated impressive breadth of experience within technical specialty. |
| | |

The undersigned hereby affirms and declares that he/she is authorized to execute this document on behalf of the contractor/design firm and the above listed companies were actually employed in the performance of the work services under this contract and further that each company earned and has been paid the stated amount for their respective efforts.

| Date: | Signature: | Title: |
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