

Small Business Enterprise – Construction Services Program Instructions for the Monthly Utilization Report (MUR)

FINAL: Indicate if MUR is the final submission (**Final MUR should be submitted upon the completion and final payment of project**)

Reporting Period: The period for which the MUR payment information is being submitted. The MUR is due on the 10th of every month; as a result the reporting period will be the prior month.

Project Name: The assigned project name as it is identified in the contract documents.

Project Number: The assigned project number as it is identified in the contract documents.

Project Location: The address or descriptive location of project work site.

Projected Start Date: The notice to proceed date or date of work commencement.

Project Manager and Phone: The project manager name and telephone number.

Project Measure(s): The measure percentage applicable to the project for the Small Business Enterprise Construction and/or the Goods and Services Program. (enter value in appropriate row for measure type)

Prime Contractor: The name of awardee, address and telephone phone number.

Contract Award Date: The date of contract award.

Contract Award Amount: The dollar amount awarded in the contract documents.

Change Order Amount: The total amount of all approved change orders thru the listed reporting period.

Contract Period: The total number of days of the contract as listed in contract documents and/or approved change order(s).

% Complete To Date: The proportion of work that has been completed for this project stated as a percentage.

Formula: $[\text{Total Amount Requisitioned to Date} / (\text{Contract Award Amount} + \text{Change Order Amount} = \text{New Contract Amount})]$

Completion Date: The anticipated date the project will be completed.

Date Requisitioned: The date the requisitioned amount was submitted to Miami-Dade County (MDC).

Amount Requisitioned this Period: The dollar amount billed/requisitioned to MDC for work performed during the listed reporting period.

Amount Requisitioned to Date: The total dollar amount requisitioned from project inception through the reporting period

Date of Last Payment by MDC: The date of the last payment by MDC for the reporting period.

Last Payment Amount by Miami Dade County (MDC): The last dollar amount paid to the prime by MDC for reporting period.

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Was last MDC payment within 14 days of Prime's Requisition: Circle "YES" if the payment by MDC was made within 14 days of the prime's requisition; Circle "NO" if the payment by MDC was not made within 14 days of the prime's **undisputed** requisition.

Total Amount Paid by MDC: The total amount paid to date by MDC as of the reporting period.

Did last MDC Payment Equal Requisition Amount: If the requisition was paid in full circle "YES"; if the requisition amount was not paid in full circle "NO" and explain reasons for the payment difference in space provided.

Name of Firm(s) Meeting the Goal: The legal name of all subcontractor(s) listed on the Prime's Schedule of Intent Affidavit (SOI) to meet the goal. If the prime is meeting portion of the goal the prime should be listed as well.

Goal %: The goal percentage that is being fulfilled by the firm. If the percentage is different from the percentage listed on the SOI, a new SOI must be submitted to SBD for review and approval.

Tier (1, 2, 3, 4): The level of subcontractor participation (Tier 1 = subcontractor has a contract with the Prime; Tier 2 = subcontractor has a contract with the 1Tier Subcontractor; Tier 3 = Subcontractor has a contract with the Tier 2 subcontractor; Tier 4 =subcontractor has a contract with the Tier 3 subcontractor).

Make-up: Enter a check mark, if listed firm is meeting a make-up.

Contract Period: The actual or anticipated beginning and ending date for all work performed by the listed subcontractor(s).

Description of Work: A brief description of the scope of work/services to be performed by firm. If the scope of work or percentage is different from that listed on the SBD approved SOI, a new SOI must be submitted to SBD for review and approval.

Signed Contract Agreement: Enter a check mark, if prime has an executed agreement with firm.

Contract Amount: The dollar value of the executed agreement between the prime contractor and firm listed. If the agreement amount is different from the value of the SBD approved SOI, a new SOI must be submitted to SBD for review and approval.

Amount Requisitioned this Period: Actual dollar amount requisitioned by the firm during the listed reporting period.

Date of Requisition (from Sub): The date of the requisition submitted by the firm for payment during the reporting period.

Amount Requisitioned to Date: The total dollar amount requisitioned/billed by the firm from project inception through the listed reporting period.

Last Payment Amount: The last dollar amount paid to the firm for the reporting period.

Last Payment Date: The date of last payment to the firm for the reporting period.

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Was last payment within 2 days of MDC payment to prime: “Y” for Yes if the payment to subcontractor was made within 2 days of MDC payment to prime; “N” for No if the payment to subcontractor was not made within 2 days of MDC payment to prime.

Paid to Date: The total amount paid to the subcontractor from project inception through the listed reporting period.

Totals: The total of each column where applicable.

Executed by: The signature, printed name and title of the CEO, President, or an officer of the company, legally authorized to represent the prime.

Date: Current Date

Phone: Phone number that signing officer may be reached

Sworn before me: Notary Information