

Commercially Useful Function Checklist

Checklist Instructions:

1. To be completed by the Project Inspector for each DBE on every project.
2. **If at any time a DBE is observed not performing a CUF or if there are any items that are suspicious, red flags or warrant further attention, this must be reported to the Local Government DBE Liaison.**
3. Submit the completed form to the HQ Civil Rights Office Small Business Development Program.

Date of Review: 1/15/18

Reviewer's Name: Bob Wilson

Contract No.: 111887

Project No.: 95LPLM-F3-011

County: Wilson

Contract Description: Hartsville Pike Resurfacing and Intersection Improvements

Prime Contractor: Allen & Son Pavers, LLC

DBE Firm: ERH Construction

Start Date(s) of DBE Work: 1/10/18

Describe the type of work
observed: Traffic Control

YES NO N/A

Management

Who does the DBE on-site representative contact for hiring, firing, or modifying the contract? Ron Swanson

Name of on-site representative: Matt West

On-site representative reports to: Sherri Little

Has the on-site representative been identified as an employee of the DBE?

If not, then by whom?

(If no, this could be a red flag.)

Action taken: N/A

Did the DBE sublet any items or portions of work to any other firm?

If yes, what percent was sublet/what items were sublet?

Name of the firm (Non-DBE or DBE):

(If yes, this could be a red flag.)

Does the DBE on-site representative effectively manage the job site without interference from any other non-DBE contractor/subcontractor?

(If no, this could be a red flag.)

If no, explain:

Has the DBE owner been present on the jobsite?

Is the DBE submitting its own payroll?

(If no, this could be a red flag.)

Action taken: N/A

Who makes arrangement and schedule for delivery of materials?

(If not the DBE, this is a red flag.)

Action taken: N/A

Does the prime contractor direct who the DBE is to obtain the material from and at what price?

(If yes, this could be a red flag.)

Action taken: N/A

Equipment including Trucks							
Major Equipment Used	Serial Number	DBE's Markings?		DBE's Operator?		Leased?	
		Yes or No	If no, list other company's markings if seen	Yes or No	If no, list company operator works for	Yes or No	If yes, list company leased from
Full Sized Work Truck w/ trailer	77389292	Yes		Yes		No	

Attach additional sheets if necessary

If equipment was leased, were copies of lease agreements provided?

If not, Action taken:

Workforce

List the name and position of each DBE employee observed during today's operation.

(If names do not match attached list, this is a red flag.)

Ian Little	Flagger
Adam Evans	Flagger
Rohan Dave	Radio operator
Matt West	Foreman

Materials

Did the contractor order and pay for materials? In order to verify the contractor ordered and paid for all the materials they have agreed to purchase in their subcontract, the DBE must submit copies of all invoices from each of their suppliers to the Project Inspector.

YES NO N/A

(If no, this could warrant more attention or be a red flag. Two party checks are a red flag.)

If yes, have material invoices been submitted:

If no, action taken:

Performance

Does the DBE appear to be executing the work of the contract by actually performing, managing, and supervising the work involved? **(If no, this could be a red flag.)**

If no, explain:

Has any other contractor performed any amount of work specified in the DBE's contract? **(If yes, this could be a red flag.)**

If yes, who performed this work and why?

	YES	NO	N/A
<u>Regular Dealers/Manufacturer</u>			
Check here if this section doesn't apply or the DBE isn't a regular dealer.		<input checked="" type="checkbox"/>	
Check here if this section doesn't apply or the DBE isn't a manufacturer.		<input checked="" type="checkbox"/>	
If yes, who performed this work and why?			
Does the dealer have a business that sells to the public on a routine basis on the product being supplied? (If no, this is a red flag.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If no, explain:			
Does the business stock the product for the use on the project as a normal stock item? (If no, this is a red flag.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Who is delivering and unloading the material?			
Who are the material invoices made out to?			
In whose name are materials shipped? (If material is not shipped to the DBE, this is a red flag.)			
If not, explain:			

Construction Staff (Field and Office) Comments (including red flags noted):

N/A

Actions Taken:

N/A

Bob Wilson

Reviewer's Signature: _____