

# POST BID DBE SUBMITTAL

## Requirements for Federal-aid Contracts with DBE Goals

To be eligible for contract award, bidders must submit DBE Affidavits or GFE documentation no later than 4 pm on the 5th calendar day after bid opening. Bidders can contact the agency prior to the deadline for guidance.

### Bidders DBE Affidavit Submittals

#### DBE Intended Participation Affidavit – Summary

- Identifies all DBE subcontractors committed to meet the contract DBE goal
- DBEs are identified as Race-Conscious

#### DBE Intended Participation Affidavit – Individual DBE

- One form for each DBE listed on the Affidavit Summary

### ADOT DBE Affidavit Review

Forms are evaluated for accuracy and completeness on the following for approval or rejection of Affidavits:

- NAICS Code(s) associated with the Scope of Work
- Bid Tab \$ Amount = or > Individual Affidavit \$ Amount for same Bid Item
- DBE(s) Description/Scope of Work
- Bid Item Number
- DBE Minimum Contract Amount
- AZ UTRACS Registration at <https://utracs.azdot.gov>
- Professional Licenses
  - AZ Board of Technical Registrations
  - AZ Registrar of Contractors



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All DBE Affidavits submitted will be reviewed after the 5th calendar day post-bid. However, bidders are permitted to make revisions to their affidavits up until 4:00 pm on the 5th day. For multiple DBE Affidavits submitted, the Agency will consider for review the last submitted DBE Affidavits prior to the 5 day deadline.

# TERMINATION/SUBSTITUTION/ REDUCTION (TSR)

Contractors shall make all reasonable efforts to avoid termination, substitution or reduce the work of a DBE listed on the DBE Intended Participation Affidavit Summary.

All terminations, substitutions, and reduction in scope must be approved in writing by the Agency.

Contractors shall complete the following for any TSR:

- Contact the Agency at first sign of potential termination/substitution/reduction of work
- Send notice to the affected DBE and copy the Agency
- Allow at least five calendar days for the DBE to respond
- Submit TSR Request Form to the Agency
  - o If contractor finds a substitute DBE, submit revised DBE Intended Participation Affidavit Summary and a new DBE Intended Participation Affidavit for the proposed DBE
  - o If no substitution is identified or if the contractor is not meeting the assessed DBE goal, the contractor must submit GFE documentation seven days after the TSR Request is approved by the Agency

If the Agency has reduced or eliminated DBE work, the contractor is still required to submit the (TSR) Request form



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