

DBE Affidavits Errors & Tips Guide

Errors and Tips

- Incorrect or missing NAICS Code
 - Search Firm Directory and obtain NAICS Code at: <https://utracs.azdot.gov/Search> - Search directory by name and click on Profile to find code under *DBE/ACDBE Certified NAICS and Descriptions* section
- Incorrect or missing Bid Item number(s)
 - Identify bid item number(s) associated with work to be performed
 - Too many bid items to fit on form – put “see attached” on form and attach list of bid items and work description on a separate page
 - Mark “Yes” or “No” to indicate if the DBE subcontractor is completing part of the identified Bid Item or the entire item
- Total dollars in “Unit Price or Lump Sum Bid” section on form 3105C do not match total dollars on attachment (if used)
 - Double-check total dollar value on attached list of bid items/work descriptions to ensure it matches “Total Minimum Contract Amount” on form
- Description / Scope does not match NAICS code or Bid Item number
 - Ensure NAICS code and Bid Item number match the description/scope of work identified on Form 3105C. Ensure the NAICS code is included in the subcontractor’s DBE certification (see above)
- Items #2 - #5 on Form 3105C are filled out incorrectly
 - #2 only applies to “Trucking” DBE’s - if the DBE subcontractor is not performing trucking services, all lines in this section should remain “0”
 - #3 only applies to “Brokers” and should be left as “0” unless the DBE credit is for fees associated with a DBE Broker
 - #4 should be left as “0” unless the DBE subcontractor is subcontracting part of their work to a non-DBE lower-tier subcontractor
 - #5 should be left as “0” unless the DBE subcontractor is subcontracting part of their work to another DBE lower-tier subcontractor
- “Total DBE Credit Dollar Value” on Form 3105C for each subcontractor does not match the “Total DBE Credit Dollar Value” (Column E) for the same subcontractor on Form 3106C
 - Double-check both numbers to make sure they match
- No signature on forms
 - Form 3105C must be signed by an officer of the DBE firm and Form 3106C must be signed by an authorized representative of the prime contractor - Electronic signatures are acceptable

- Total dollars for a Bid Item on the DBE affidavit Form 3105C exceed the total dollars for the same Bid Item on the prime contractor's bid tab
 - Ensure the total for an individual bid item on the affidavit does not exceed the total for the same bid item on the prime contractor's bid
- Incorrect TRACS Number
 - Double-check bid documents / Solicitation
- Incorrect AZ UTRACS Registration Number
 - Search Firm Directory and obtain number at: <https://utracs.azdot.gov/Search>

The DBE Compliance staff of **Agency Name Here:** is available during office hours to answer contractors with questions regarding the DBE Affidavits forms. As a best practice, contractors are encouraged to contact **Agency Name and phone number here:** prior to the bid opening date.