The Business Engagement and Compliance Office (BECO) staff is available during office hours to answer contractors with questions regarding the DBE Affidavits forms. As a best practice, contractors are encouraged to contact BECO at (602)712-7761 prior to the bid opening date.

**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 105C 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 105C. Ensure the NAICS code is included in the subcontractor’s DBE certification (see above)

- Items #2 - #5 on Form 105C 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 105C for each subcontractor does not match the “Total DBE Credit Dollar Value” (Column E) for the same subcontractor on Form 106C
  - Double-check both numbers to make sure they match

- No signature on forms

BECO 5/16/2018
Form 105C must be signed by an officer of the DBE firm and Form 106C 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 105C 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