

# POST BID DBE SUBMITTAL



**Everyone  
in Compliance -  
No Sanctions!**

To be eligible for contract award, bidders must submit DBE Affidavits or GFE documentation no later than 4:00pm on the 5th calendar day after bid opening. Bidders can contact BECO prior to the deadline for guidance at [ContractorCompliance@azdot.gov](mailto:ContractorCompliance@azdot.gov)

## 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

ADOT evaluates the DBE Affidavits for accuracy and completeness of the following items for concurrence or rejection:

- NAICS Code(s) associated with the Scope of Work
- Bid Tab dollar amount should be equal to or greater than the Individual Affidavit dollar amount for the same Bid Item
- DBE(s) Description/Scope of Work (SOW)
- Bid Item Number(s)
- DBE Minimum Contract Dollar Amount
- AZ UTRACS Registration at [utracs.azdot.gov](http://utracs.azdot.gov)
- Professional Licenses:
  - AZ Board of Technical Registrations (AZ ROC)
  - AZ Registrar of Contractors

# TSR

## TERMINATION/ SUBSTITUTION/ REDUCTION OF WORK

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If ADOT has reduced or eliminated DBE work, the contractor is still required to submit the TSR Request Form and adhere to the TSR process.

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

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

### Required for any TSR:

- Contact BECO at first sign of potential termination/substitution/reduction of work
- Send notice to the impacted DBE and copy BECO
- Allow at least five calendar days for the DBE to respond
- Submit TSR Request Form to ADOT
- If contractor finds a substitute DBE, submit revised DBE Intended Participation Affidavit Summary and a new DBE Intended Participation Affidavit for the proposed DBE
- 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 BECO

BECO  
Website



Email  
Contractor  
Compliance



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