

CONSTRUCTION
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
INTENDED PARTICIPATION AFFIDAVIT INDIVIDUAL

Instructions on Page 3

Prime Contractor: _____ Project Name: _____

TRACS No(s): _____ Project/Contract No.: _____

DBE Firm: _____ AZ UTRACS Registration No.: _____

Select: Subcontractor Broker (Fees/Commission) Supplier/Dealer (60% DBE Credit)

Trucker Manufacturer Lower-Tier Subcontractor Supplier/Distributor (40% DBE Credit)

1. The undersigned is prepared to perform the following scope(s) of work on the above referenced project.

UNIT PRICE OR LUMP SUM BID						
NAICS Code(s)	Bid Item No.	Partial Yes/No	Description / Scope of Work	Quantity	Unit Price	Total
Total DBE Credit Amount:						

2. (Trucking) If there is any Trucking in the work listed above, complete the following:

DBE firm owns total # _____ Trucks	<u>Project Use</u>	<u># of Trucks</u>	<u>Dollar Amount</u>
	DBE owned trucks	_____	_____
	DBE leased trucks	_____	_____
	non-DBE leased w/DBE driver	_____	_____
	non-DBE leased w/o DBE driver	_____	_____

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3. **(Brokerage Only)** The undersigned affirms the amount of fees and commissions for work quoted above under “Total” are as follows: (Note: Read instructions on Page 3 for calculation instructions to determine DBE Credit Amount)

4. **(Supplier/Dealer/Distributor Only)** DBE Regular Dealer/Distributor **must** complete the **DBE Regular Dealer/Distributor Affirmation Form (107DBE-RD/D)** before determining DBE Credit Amount. (Note: Read instructions on Page 3 for calculation instructions to determine DBE Credit Amount)

5. The undersigned will **sublet** and/or award _____ of work bid to a non-DBE firm.

6. The undersigned will **sublet** and/or award _____ of work to another certified DBE firm.

Firm Name(s): _____

(Must provide a signed DBE INTENDED PARTICIPATION AFFIDAVIT form for each DBE identified above)

Confirmation of Participation

By signing below, the undersigned agrees to enter into a formal agreement/subcontract for the work cited herein should the prime contractor receive award of this contract from the Purchaser.

I, _____ confirm that _____
(Authorized DBE firm officer, print name and title) (Name of DBE firm)
will be participating in the above project.

The DBE firm will be performing the scope as describe above for:

(Total DBE Credit Dollar Value)

(Authorized DBE firm officer, Signature)

(Date)

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INSTRUCTIONS

1. Do not submit *Instructions* page (Page 3).
2. Contractors are encouraged to fill out the form based on information from prior arrangements made with the DBE Contractor, Subcontractor, Lower Tier Subcontractor, Broker, Trucker, Manufacture, Supplier Dealer, or Supplier Distributor.
3. The form must be signed by an authorized Officer or Principal of the DBE firm and submitted to the contractor.
4. The form must be submitted **by 4:00 p.m.** on or before the **fifth calendar day** after the bids are opened.
5. The DBE firm must be certified and licensed within the work category to be performed.
6. The form must be filled out **entirely**. Leave no blank spaces, use N/A or enter "0" if section does not apply.
7. NAICS Code: Enter up to three NAICS codes applicable to the description/scope of work (attach copy of quote(s) as necessary).
8. For additional description/scope of work fill out additional form(s) as necessary (attach copy of quote(s) as necessary).
9. A separate form must be submitted for each proposed DBE firm.
10. All partial items must be noted. If not, the DBE will be considered to be responsible for the entire item.
11. Completed form(s) must be scanned and emailed to

Definitions:

1. Unit Price or Hourly Rate Bid or Lump Sum Bid

- *NAICS Code*: Identify the North American Industry Classification System code that the firm is certified as a DBE to perform (Refer to AZUTRACS at <https://utracs.azdot.gov/> & NAICS at <https://www.naics.com/>)
- *Bid Item No.*: Identify the work item number that correlates to the work being performed
- *Description / Scope of Work*: Identify work to be performed
- *Total*: Identify the total dollar value for the work to be performed - ***Note*** - *The Total for any Bid Item on Affidavits cannot exceed the Prime Contractors Bid Tab Total for the same Bid Item*

2. Trucking

- Identify total number of trucks owned by DBE and the total dollar value of work
- Identify total number of DBE trucks used on this project and the total dollar value of work
- Identify total number of DBE leased trucks used on this project and the total dollar value of work
- Identify total number of non-DBE leased trucks with DBE drivers used on this project and the total dollar value of work
- Identify total number of non-DBE leased trucks without DBE drivers used on this project and the total dollar value of work

3. Brokerage:

- Identify total dollar value of brokered work
- Identify the fees or commission value that pertain to the total brokerage amount
- DBE Credit Amount would be entered in page 1 in the top section of the form in block #1 under Total
 - Total Contract Amount: \$ multiplied by % fee = DBE Credit Amount: \$
(Example: \$100,000 total contract x 10% fee = \$10,000 DBE Credit Amount)

4. Supplier/Dealer/Distributor

4A. Definitions:

- A DBE supplier/distributor is an established business that engages in the regular sale or lease of the items specified by the Contract.
- DBE listed as a regular dealer or distributor to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor, as defined in section 26.55(e)(2)(iv)(A),(B),(C), and (3) under the contract at issue. Supplier/Dealer/Distributor

A. Definitions:

4B. How to determine DBE Credit Amount for Supplier/Dealer or Distributor:

- DBE Credit Amount would be entered in page 1 in the top section of the form in block #1 under Total
 - Total Contract Amount: \$ multiplied by 40% = DBE Credit Amount: \$
(Example: \$100,000 total contract x 40% fee = (\$40,000 DBE Credit Amount)

AND/OR

- Total Contract Amount: \$ multiplied by 60% = DBE Credit Amount: \$
(Example: \$100,000 total contract x 60% fee = (\$60,000 DBE Credit Amount)

5. Identify the total dollar amount to be subcontracted to a non-DBE firm

6. Identify the total dollar amount and firm name if subletting to another DBE firm; and provide a signed DBE INTENDED PARTICIPATION AFFIDAVIT form for each DBE firm