

CONSTRUCTION
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
Intended Participation Affidavit – Summary

INSTRUCTIONS

1. Do not submit *Instruction* page.
2. Identify first-tier DBE firms and any lower-tier DBE firms if used by non-DBE subcontractors for total DBE utilization.
3. When completing the calculations table, enter the Total Bid Amount (G) first so pop-up warning message does not appear.
4. Submit corresponding *DBE Intended Participation Affidavit* form for each DBE firm identified on this form.
5. The form must be filled out entirely. Leave no blanks, use "0" or enter N/A if section does not apply.
6. Completed documentation can be scanned and emailed to _____

Definitions:

- TRACS No.: number identifier for contracts or projects
- Prime Contractor: name of contractor's firm
- AZ UTRACS Registration No.: can be found conducting a search on the AZ UTRACS website: <https://utracs.azdot.gov/Search>
- DBE Liaison Name: the designated employee who shall be responsible for the administration of the prime's DBE program
- Total Bid Amount: Total dollar amount bidder proposes at time of bid
- Contract DBE Goal: the required DBE Goal on the contract

Instructions to complete page 1 table A. through H.

- A. DBE firm's name
- B. Services provided by the DBE firm – must coincide with the NAICS Code the DBE is certified in
- C. This amount should be the same as the "Total DBE Credit Amount" on form 3105C for each DBE firm listed
- D. Adjustments
 1. Any deductions from DBE's total contract amount due to subletting of work to Non-DBE firms
 2. DBE credit less than 100%
 - a. Brokers receive credit for broker fees only (not full contract or P.O. value)
 - b. Suppliers/Dealer receive 60% DBE credit
 - c. Supplier/Distributor receive 40% DBE credit
 3. Enter "0" if there are no adjustments
- E. Total DBE Credit Amount less any adjustments (C minus D)
- F. Total DBE Credit Amount from Column Total
- G. Total Bid Amount
- H. F. divided by G. to get the Total % of DBE Commitment (percentage of all DBE awards with respect to the total contract amount)