

ARIZONA DEPARTMENT OF TRANSPORTATION
REQUEST TO EXTEND DECERTIFIED
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
CONTRACT FOR DBE CREDIT

Clear Form

Contract/TRACS No: _____ Task Order No.: _____ Mod No.: _____

Prime: _____ DBE Firm: _____

Requestor: _____

Email: _____ Phone Number: _____

1. Is this request due to additional work, given the circumstances of the original DBE contract?

☐ **Yes**, select below the fact(s) and the reason(s) for the request (see attached instructions):

☐ Decertified DBE firm's original contract line item was extended

☐ The scope of work is considered specialized and is performed by the Decertified DBE firm

☐ Supplemental Agreement Work (e.g., Change Order, Task Order, Force Account) extends Decertified DBE Firm's original contract line item

☐ **No**, select below the fact(s) and the reasons(s) for the request (see attached instructions):

☐ Supplemental Agreement Work (e.g., Change Order, Task Order)

☐ Another DBE subcontractor is unable or ineligible to perform the scope of work

☐ Another subcontractor/consultant is unable to perform the scope of work

☐ Another subcontractor/consultant withdraws from the project and is unable to perform the scope of work

☐ Other documented good cause (Attach documentation)

Attach a brief statement of facts describing the situation and any supporting documentation to substantiate selection above

2. Contract Line Items to be extended (list all): _____ *Attach a brief description of line items in supporting documentation*

3. Subcontract dollar amount requested to be extended:

4. All signatures must be obtained before a request is submitted.

Prime Contractor/Consultant Signature

Date:

DBE Subcontractor/Consultant Signature

Date:

ADOT RE/PM/Specialist Signature

Date:

FOR BECO USE ONLY

Request is: Approved ☐ Not Approved ☐

BECO Representative: _____

Signature: _____

Date: _____

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INSTRUCTIONS

THE CONTRACTOR/CONSULTANT SHALL CONTACT THE DEPARTMENT TO REQUEST TO EXTEND OR ADD WORK TO THE DECERTIFIED DBE FIRMS SUBCONTRACT TO COUNT TOWARD THE DBE GOAL.

- **CONSTRUCTION DBE SPECIAL PROVISIONS - SEE SECTION 18.03**
- **PROFESSIONAL SERVICE DBE SPECIAL PROVISIONS - SEE SECTION 17.03**

Terms used on this form, consultant and subconsultant are synonymous with contractor and subcontractor respectively

Before submitting this form to BECO at psdbecompliance@azdot.gov for PS contracts, or at contractorcompliance@azdot.gov for construction contracts, complete the following:

- o Submit a written notice to the DBE and a copy to BECO
- o Allow the DBE a minimum of five days to respond to written notice
- o Attach the DBE response with this form, as applicable
- o Obtain all three signatures

Guidance on completing the Form:

Type of Request: Mark all boxes that apply.

1: Reason for Request: Select Yes or No. Mark boxes that apply

2: Enter contract line items to be extended (list all) - Attach brief description of lines items in supporting documentation

3: Enter subcontract dollar amount requested to be extended.

4: Obtain all three signatures

ECS and Procurement Only:

BECO approval does not constitute an approval of the proposed change to the contract. The Consultant is responsible for following the terms and conditions of the contract for making and obtaining approval to any key personnel changes originally part of the contract. Approval for the extension of a Decertified DBEs contract must be obtained from ECS or Procurement and BECO prior to the extended contract work counting for DBE credit.