ADOT Procurement

ARIZONA DEPARTMENT OF TRANSPORTATION

PROCUREMENT PROFESSIONAL SERVICES(On-Call)
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
Intended Participation Affidavit

Clear Form

Refer to instructions on Page 2

Prime Contractor: _____ Project Name: _____

Contract No.: _____ Project No.: _____ Task No.: _____

DBE Firm Name: _____ AZ UTRACS Registration No.: _____

Type of Firm ☐ Consultant ☐ Subconsultant ☐ Lower-tier Subconsultant ☐ Supplier ☐ Broker (Fees/Commission)

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

- **Total Contract/Task Amount must include the original and any additional amount applied to the Contract or Task Assignment**
- **DBE firm listed above must complete at least 30% of its own contract amount**

A	*B*	*C*	*D*	*E*
NAICS Code	**Work Description**	**Total Contract/ Task Amount**	**Adjustments**	**Total Amount Toward DBE Goal**
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
			Total Amount Toward DBE Goal:	$ 0.00

2. (**Broker Only**) The undersigned affirms that the amount of fees and commissions for work quoted above are as follows:

Total Contract Amount: _____ Fees/Commissions Assessed on Award: _____

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

Firm Name(s): _____

n The undersigned will **sublet** and/or award _____ of work to another **certified DBE firm**. (Attach signed DBE affidavit.)

Firm Name(s): _____

Confirmation of Participation

By signature below, the undersigned agrees to enter into a formal agreement/subcontract for the work cited herein should this contract/task be awarded.

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 described above for a DBE credit of $ 0.00

(Total Amount Toward DBE Goal)

_____ _____

(Authorized DBE firm officer, Signature) (Date)

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INSTRUCTIONS

1. Do not submit *Instructions* page.
2. Form is completed by DBE firms that are Contractors, Subcontractors, Lower-Tier Subcontractors, Direct Expense Vendors, and Brokers.
3. The form must be signed by an authorized officer or principal of the DBE firm and submitted to the consultant.
4. The form must be submitted with each Task Assignment.
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 "0" or enter N/A 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. A separate form must be submitted for each proposed DBE firm to be counted towards the DBE Goal.
9. All partial items must be explained. If not, the DBE will be considered to be responsible for the entire item.

Definitions:

Contract/Project No.: Number identifier for contract.

Project No.: Number identified for the project and purchase order.

Task No.: Number identifier for any tasks assigned under an on-call contract (use if applicable); may also include a revision number identifier.

DBE Firm Name: Title of DBE firm

AZ UTRACS Registration No.: Vendor registration number identifying firm is *ready, willing and able to work* with ADOT; can be found by conducting a search on the AZUTRACS Website.

Type of Firm: Must select one; is DBE firm a contractor, subcontractor, lower-tier subcontractor, vendor or broker (broker receives DBE credit for fees or commission)

A - NAICS Code: Identify the North American Industry Classification System (NAICS) Code that the firm is certified as a DBE to perform the work; must coincide with the work being proposed on the affidavit

B - Work Description: Services provided by the DBE firm

C - Total Contract/Task Amount: Total dollar value of work assigned to the DBE firm; if a task order revision, be sure to include original amount and all previous revised amounts

D - Adjustments: Any deductions from DBE's total contract amount due to subletting of work to non-DBE firms or due to DBE credit being less than 100% for brokers.

E - Total Amount Toward DBE Goal: Total contract amount less any deductions due to subletting of work to non-DBE firms or due to DBE

1. Identify services to be provided by the DBE firm; if more lines are needed, attach additional documentation and include comment, "See attached" in *Work Description* field.
2. Completed by DBE brokers, i.e. rental of off-duty officers – identify fees or commission for DBE credit.
3. Identify dollar amount and firm name if subletting to non-DBE firms.
4. Identify dollar amount and firm name if subletting to another DBE firm; provide a signed DBE affidavit for each DBE firm identified.