



ATTACHMENT D

INVITATION FOR BID

IFB# IFB-092023-114

INDIAN BEND WASH PATH AT CHAPARRAL RD

ADOT / FHWA ADDITIONAL FORMS REQUIRED FOR FEDERALLY FUNDED PROJECTS

The following completed documents and information are required **no later than 4:00PM** on the **FIFTH (5) CALENDAR DAY AFTER THE BIDS ARE OPENED** by submitting to the **City of Scottsdale Purchasing Office** via email to **Judie Bass at jbass@scottsdaleaz.gov**.

ADOT/LPA / DBE FORMS

The Arizona Department of Transportation (ADOT) implemented a new DBE Affidavit Review process and will be implementing the same requirements for all LPA/Subrecipients, effective August 15, 2018.

DBE Affidavits are due to **City of Scottsdale** from the Apparent Low Bidders (ALB) by 4:00 pm on the 5th calendar day after the bids are opened. All bidders are encouraged to submit the affidavits in order to be considered for award.

To be considered responsible and eligible for award of a contract, a bidder who has indicated in their bid, on ADOT Form 3102C LPA, that it met the DBE goal or made good faith efforts to do so must submit the required information **no later than five (5) calendar days after the bids are opened**.

1. OnLine Bidders List - All bidders must complete an on-line bidders list at AZ UTRACS web portal @ <http://apps.azdot.gov/BidderList.asp> and submit the corresponding Bidders List on the apparent low bidder only if it had submitted the required information, no later than five (5) calendar days after bids are opened.

2. ADOT BECO form 3105C DBE Intended Participation Affidavit

It is recommended that ALL bidders complete this form. Submit by the deadline as instructed above. (<http://azdot.gov/docs/default-source/beco-library/3105c-construction-dbe-intended-participation-affidavit-and-confirmation-lpa.pdf?sfvrsn=2>)

3. ADOT BECO form 3106C DBE Intended Participation Affidavit Summary

It is recommended that ALL bidders complete this form. Submit by the deadline as instructed above. <http://www.azdot.gov/docs/default-source/beco-library/3106c-dbe-intended-participation-affidavit-summary-lpa.pdf?sfvrsn=11>

The forms listed above, and attached hereto with Instructions are also provided online @ <https://azdot.gov/business/business-engagement-and-compliance/lpasubrecipient/contract-forms-specs>

Disadvantaged Business Enterprises (DBE) Good Faith Efforts (GFE) documentation resources are available online @ <https://apps.azdot.gov/files/beco/LPA-CONTRACT-COMPLIANCE/103c-adot-gfe-guide.pdf>

[Clear Form](#)

CONSTRUCTION
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
Intended Participation Affidavit

Refer to Instructions on
Page 2

Prime Contractor: _____ Project Name: _____

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

DBE Firm: _____ AZ UTRACS Registration No.: _____

Select: ☐ Subcontractor ☐ Trucker ☐ Broker (Fees/Commission) ☐ Supplier (60% DBE Credit) ☐ Manufacturer

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
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
2. (Trucking) If there is any Trucking in the work listed above, complete the following: Minimum Contract Amount:						\$0.00

DBE firm owns total # <u>0</u> Trucks	<u>Project Use</u>	<u># of Trucks</u>	<u>Dollar Amount</u>
	DBE owned trucks	<u>0</u>	<u>\$ 0.00</u>
	DBE leased trucks	<u>0</u>	<u>\$ 0.00</u>
	non-DBE leased w/DBE driver	<u>0</u>	<u>\$ 0.00</u>
	non-DBE leased w/o DBE driver	<u>0</u>	<u>\$ 0.00</u>

3. (Brokerage) The undersigned affirms that the amount of fees and commissions for work quoted above are as follows:

Total Min Contract Amount \$ 0.00 Fees/Commissions \$ 0.00 & 0%

4. The undersigned will sublet and/or award \$ 0.00 of work bid to a non-DBE firm.

5. The undersigned will sublet and/or award \$ 0.00 of work to another certified DBE firm.

Confirmation of Participation

By signature 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:

\$ 0.00
(Total DBE Credit Dollar Value)

(Authorized DBE firm officer, Signature)

(Date)



**CONSTRUCTION
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
Intended Participation Affidavit**

INSTRUCTIONS

1. Do not submit *Instructions* page.
2. Contractors are encouraged to fill out the form based on information from prior arrangements made with the DBE Contractor, Subcontractor, Lower Tier Subcontractor, Supplier or Broker
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
4. Identify the total dollar amount to be subcontracted to a non-DBE firm
5. Identify the total dollar amount to be subcontracted to a DBE firm



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

Prime Contractor: _____ Project Name: _____
TRACS No(s).: _____ Project/Contract No.: _____
AZUTRACS No.: _____ Required DBE Goal: _____
DBE Liaison Name: _____ Contact Phone Number: _____

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
Name of DBE Firm	Scope of Work	Minimum Contract Amount	Adjustments	Total DBE Credit Dollar Value
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
Total DBE Credit Dollar Value				\$ 0.00
(F) Contract Bid Amount				\$ 0.00
Total % of DBE Commitment				0.00%

By signature below, the undersigned agrees that formal agreements/subcontracts with the listed DBE firms will occur for the work cited herein should this contract be awarded.

(Name)

(Title)

(Signature)

(Date)



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 Contract Bid Amount (F) 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. Completed documentation can be scanned and emailed to _____

Definitions:

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 *Contract Bid*

Amount: Total dollar amount bidder proposes at time of bid (Total Bid Amount)

Prime Name: name of contractor

TRACS No.: number identifier for contracts, projects, solicitations, and purchase orders

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 "Minimum Contract Amount" on form 105C for each DBE firm listed

D – Adjustments

- Any deductions from DBE's total contract amount due to subletting of work to non-DBE firms
- DBE credit less than 100%
 - Suppliers receive 60% credit
 - Brokers receive credit for broker fees only (not full contract or P.O. value)
- Enter "0" if there are no adjustments

E – Total contract amount less any adjustments (C minus D)

F – Enter total bid amount on project