

100-C-151C DBE AND NON-DBE GOAL CONTRACTS RECORD KEEPING AND TIMELY PAY

(Revised 04-15-14)

SECTION 103, BEGIN LINE 264, DELETE AND INSERT AS FOLLOWS:

~~Requests to subcontract a portion of the work to a firm that is not a DBE shall include Form MBE-2. Documentation shall be submitted evidencing contacts and the results thereof with potential DBEs for the specific work to be subcontracted.~~

Upon receipt of notification from the Department, a Disadvantaged Business Enterprise Utilization Affidavit, Form ~~MBE-3~~DBE-3, shall be completed by the Contractor and returned to the Department. The Contractor and the subcontractor/lessor/supplier shall certify on Form ~~MBE-3~~DBE-3 that specific amounts have been paid and received. A *DBE-3 Form certification shall be completed and submitted for every DBE utilized on the contract, whether there was a DBE contract goal or not.*

SECTION 103, AFTER LINE 340, INSERT AS FOLLOWS:

103.02.1 Record Keeping

All firms performing work on Department contracts, bidding on Department contracts, or offering quotes for subcontract or trucking services shall register with the Department, annually, by submitting the following information to the Department's Prequalification Engineer.

- (a) firm's name;*
 - (b) firm's address;*
 - (c) firm's status as a DBE or non-DBE;*
 - (d) the age of the firm; and*
 - (e) the annual gross receipts of the firm*
 - (f) in which of the following markets has the firm participated?*
 - 1. prime Contractor*
 - 2. subcontractor*
 - 3. hauler*
 - 4. consultant*
 - 5. supplier*
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