

103-C-269 SUBMITTAL OF DBE QUOTES AND DBE SUPPLIER FORM

(Revised 05-15-25)

The Contractor that is the apparent low bidder on a contract that specifies a DBE goal shall submit to the Department the quotes received from DBE firms listed on the Affirmative Action Certification, in accordance with 103.01, no later than 24 h after the time specified in the Notice To Contractors for receipt of bids.

If applicable to any firm listed on the Affirmative Action Certification, the Contractor shall also submit the completed DBE Supplier Regular Dealer/Distributor Affirmation Form at the time of the quote submittal. The DBE Supplier Regular Dealer/Distributor Affirmation Form shall be completed by the DBE supplier and accompany the firm's quote. A copy of the form is available on the Department's Contract Letting Information webpage.

To submit the documents, the Contractor shall attach the documents to an email sent to the following address:

DBEQuotes@indot.in.gov

To ensure that the electronic documents are placed in the correct contract folder with a date and time stamp and that they cannot be altered, the subject line of the email shall contain the following information in the exact format shown:

CompanyNameDocumentTitleLettingDate-ContractNumber

The subject line shall contain no spaces, periods, commas, apostrophes or other punctuation marks other than the one hyphen indicated between CompanyNameDocumentTitleLettingDate and ContractNumber.

LettingDate shall be in the format MMDDYY.

ContractNumber shall be in the format AA#####Z, where AA is the 1 or 2 letter prefix, ##### is the 5 digit number and Z is the 1 letter suffix.

The following is an example of the subject line for the Jones Construction Co., Inc., submitting DBE quotes for contract IR 30999-A for a March 10, 2021 letting:

JonesConstructionCoIncDBEQuotes031021-IR30999A
