

Project Name \_\_\_\_\_ Bid Opening Date \_\_\_\_\_

**DBE COMMITMENT CERTIFICATION AND UTILIZATION FORM**  
**Are you a DBE prime contractor?**  
 Yes  No

**This DBE Certification and Utilization Form applies solely to meeting the assigned DBE contract goal for DBE participation.** If the assigned DBE contract goal is greater than zero, each Bidder, including DBE prime Bidders, shall complete and submit this form with their Bid. SHOULD THE BIDDER FAIL TO COMPLETELY FILL OUT, SIGN, AND SUBMIT THIS FORM WITH THE BID WHEN THE ASSIGNED DBE CONTRACT GOAL IS GREATER THAN ZERO, THE BIDDER WILL BE CONSIDERED NON-RESPONSIVE. This certification shall be deemed a part of the resulting contract.

The Bidder acknowledges and certifies that this form accurately represents receipt of and consent from the listed DBE firm as to the use of the referenced itemized quote below for the performance of this project. Bidder certifies that it had direct contact with the named DBE firms regarding participation of this project. Bidder certifies, if awarded this project, that it shall award subcontracts to or enter into agreements with the named DBE. DBE Prime Contractor will receive a minimum 30% credit to be applied to the DBE goal. Part I of the form is not required if the Bidder is a DBE, the DBE contract goal is greater than zero, and the DBE meets the goal by self-performing the minimum required 30% of the work. If the DBE is self-performing more than 30%, it must include any additional work to receive appropriate DBE credit for the goal.

If the Bidder is submitting evidence of good faith efforts to secure participation, Bidder certifies that the good faith efforts documentation is true, accurate and correctly reports the actions taken by the Bidder.

\_\_\_\_\_  
 Bidder's Authorized Representative (PRINT)

\_\_\_\_\_  
 Bidder's Authorized Representative (SIGN)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name of Contractor (Company Name)

**PART I**

These columns to be completed by Bidder				These columns to be completed by Agency	
Name of DBE Firm	Type of Work *	Function ** (examples: Sub., Supp., DBE Man., Serv., Brok.)	Subcontract Amount (or expenditure amount or fee/commission amount)	Goal Participation % ***	DBE Amount ****

\* From " Certification Office of Business Inclusion and Diversity " \*\* From "Function" column below. \*\*\* From "Goal Participation %" column below.  
 \*\*\*\* (Subcontract Amount x Goal Participation %)

Function	Goal Participation %	This section to be completed by Agency	
Subcontractor	100% (of subcontract amount)	<b>ASSIGNED DBE CONTRACT GOAL</b> %	
Supplier (Regular Dealer)	60% (of supply expenditure amount)	<b>TOTAL DBE AMOUNT</b>	\$
DBE Manufacturer	100% (of material expenditure amount)	<b>TOTAL BID AMOUNT</b>	\$
Service Provider	100% (of fee or commission)	<b>DBE COMMITMENT</b>	%
Broker	100%	<i>(TOTAL DBE AMOUNT ÷ TOTAL BID AMOUNT) (calculated to two decimal places (0.01))</i>	

	<i>(of brokerage fee only)</i>		
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Additional sheets may be used by copying this form.  
**Bidder must sign each additional sheet to certify its content and completion of form.**

## **PART II**

If Bidder's participation commitment to eligible DBEs is less than the assigned DBE contract goal, Bidder shall submit documentation of "good faith efforts" as evidence of actions to secure DBE participation. This may not be applicable to a DBE prime contractor.

Bidder's documentation of "good faith efforts" shall meet the requirements provided in the Disadvantaged Business Enterprise (DBE) Commitment Requirements, item no. 4(c) DBE Commitment Certification Form Part II - Good Faith Efforts, which outlines the activities considered for good faith efforts.