

CONTRACTOR DBE COMMITMENT

INSTRUCTIONS: All bidders must submit Sections A – C of this form to MDOT-DBESheets@Michigan.gov within five (5) calendar days of the bid letting.

SECTION A – APPLICANT INFORMATION		
PRIME CONTRACTOR	VENDOR ID	
CONTACT PERSON NAME	E-MAIL ADDRESS	PHONE NUMBER

SECTION B – PROJECT INFORMATION		
LETTING DATE	LETTING ITEM NUMBER	CONTRACT ID

Prime Contract Dollar Value: \$ _____

Department's Participation Goal: _____ % \$ _____

Contractor Proposed Participation: _____ % \$ _____ \$0.00

SECTION C – DBE COMMITMENTS

List the DBEs for the project. Include their MDOT Vendor Number, work code(s) being performed, and the dollar value of the proposed subcontract or purchase order. If the firm is Supplying as a Regular Dealer, list the 60% amount below.

#	DBE NAME / ADDRESS	MDOT VENDOR #	MDOT WORK CODE(S)	DOLLAR AMOUNT
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
TOTAL DBE COMMITMENTS				\$0.00

We certify our compliance with 49 CFR S Sub-Part 26.53 and Appendix A. We acknowledge that failure to provide the documentation required under 49 CFR S Sub-Part 26.53 and Appendix A within 5 calendar days of the bid letting will result in our company being deemed ineligible for award of this contract.

By signing this form, the Contractor acknowledges that if they are awarded the contract, they will use the DBEs listed in Section C.

AUTHORIZED PRIME SIGNATURE	DATE
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SUBMITTAL INSTRUCTIONS (See attached submittal matrix for additional information)

To be deemed Awardable, the 1st-and 2nd-low bidders must include the following additional information within 5 calendar days of the bid letting:

- Attach a completed and signed Detail page (Section D) for each of your listed DBE vendors.
- If you are using a DBE Supplier, please complete and attach MDOT Form 0193.
- If you are using a DBE Trucker, please complete and attach MDOT Form 4101.
- If you have obtained enough DBE participation to achieve this project's DBE goal, please forward Sections A-D and all applicable attachments (see above) to MDOT-DBEsheets@Michigan.gov.
- If you have not obtained enough DBE participation to achieve this project's DBE goal, please complete the following Sections and forward Sections A-H and all applicable attachments to MDOT-DBEsheets@Michigan.gov.

SECTION D - DETAIL PAGE FOR DBE SUBCONTRACTORS			
DBE FIRM NAME		LETTING DATE	LETTING ITEM NO.
		CONTRACT ID	
DBE FIRM CONTACT PERSON		PRIME CONTRACTOR	
DBE FIRM ADDRESS	CITY	STATE	ZIP CODE
DBE FIRM PHONE NUMBER	E-MAIL ADDRESS		

FULLY DESCRIBE THE TYPE OF WORK OF SERVICE THIS DBE WILL PROVIDE AND APPLICABLE WORK CODE(S) AND/OR NAICS CODE(S). **FAILURE TO PROVIDE ALL RELEVANT INFORMATION WILL RESULT IN THE DELAY OF AWARD.**

- For DBE Trucking Credit (RJ) – This page must be accompanied by a completed MDOT Form 4101** (Trucking Credit Worksheet).
- For DBE Supply Credit – This page must be accompanied by a completed MDOT Form 0193 (Supplier Participation Affidavit).

MDOT WORK CODE(S) (If Applicable)	NAICS CODE(S)	DETAILED DESCRIPTION OF WORK BEING PERFORMED (If Applicable – Must Include Location(s) of Work Being Performed, Material, Type/Grade/Class, Quantities and Price)	DOLLAR AMOUNT FOR DBE CREDIT
<i>(Add Additional Pages if Necessary)</i>		TOTAL	\$0.00

ACKNOWLEDGED BY
 By signing this commitment, we certify that the DBE firm is MDOT-certified as a DBE, and if prequalification is required, is prequalified in the types of work to be performed. This is not binding until signed by all parties and the contract is awarded by Contract Services Division. Rubber stamped signatures will not be accepted.

DBE AUTHORIZED SIGNATURE	TITLE	DATE
PRIME CONTRACTOR AUTHORIZED SIGNATURE	TITLE	DATE

** Additional forms for DBE Trucking (Form 4101) and Supply (Form 0193) must be submitted by the Prime Contractor to Contract Services Division in accordance with MDOT's DBE Program Procedures.

SECTION E – DBE GOAL MODIFICATION REQUEST INFORMATION

TYPE OF REQUEST (Check one only) Pre-Award Request Post-Award Request

SECTION F – PROJECT SUMMARY AMOUNTS

TOTAL PRIME BID	
TOTAL DOLLARS COMMITTED TO NON-DBEs (Total of Section G - Non-DBE commitment)	
TOTAL DOLLARS COMMITTED TO DBEs (Total of Section C – DBE Commitments)	
TOTAL DOLLARS COMMITTED TO DBE SUPPLIERS	
WORK TO BE PERFORMED BY PRIME (Prime Bid minus work to be performed by all Subcontractors)	
PERCENT OF WORK PERFORMED BY PRIME	
TOTAL DBE GOAL NOT MET	
TOTAL NUMBER OF DBEs SOLICITED	

SECTION G – NON-DBE COMMITMENTS

(Low bidder must attach copies of quotes from the non-DBEs selected to do work that was quoted by DBEs)

NON-DBE COMMITMENTS	TYPE OF WORK QUOTED	COMMITTED DOLLARS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
TOTAL DOLLARS COMMITTED TO NON-DBEs		\$0:00

SECTION H – DBEs PROVIDING QUOTES, BUT NOT SELECTED

(Low bidder must attach copies of quotes from all DBEs who quoted but who were not selected)

DBEs WHO QUOTED, BUT WERE NOT SELECTED	TYPE OF WORK QUOTED	QUOTED DOLLARS	REASON NOT SELECTED
1.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)
2.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)
3.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)

DBEs WHO QUOTED, BUT WERE NOT SELECTED	TYPE OF WORK QUOTED	QUOTED DOLLARS	REASON NOT SELECTED
4.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)
5.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)
6.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)
7.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)
8.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)
9.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)
10.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)
11.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)
12.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (Attach explanation)

Within 28 days of MDOT's transmittal of the contract documents, the low bidder must submit the following additional information to MDOT-GFE@Michigan.gov.

- Completed CONTRACTOR DBE COMMITMENT FORM – **MDOT Form 2653**.
- Cover letter, explaining your plan to meet the DBE goal and what caused the plan to fail.
- Copies of quotes from all DBEs who quoted but who were not selected.
- Copies of quotes from the non-DBEs selected to do work quoted by the DBEs.
- Apples-to-Apples Comparison (Spreadsheet available from OBD).
- Proof of payments to DBEs on any projects referenced in cover letter.
- Fax (Sample of the fax, transmittal logs identifying each DBE firm solicited based on each fax number and the associated fax transmission stat log(s). Please be sure fax dates are clearly visible).
- Telephone log showing the name of each DBE firm contacted, the telephone contact date, and brief notes.
- Mail (Documentation: Include a sample letter and include solicitations which were returned undeliverable).
- E-mail (attach E-mail copy sent and distribution list).
- Website address _____.
- Advertisement placed in/on _____ (attach copy of advertisement(s) referencing specific letting items and dates)
- Attendance at session(s) sponsored by MDOT's DBE program (session name(s)/date(s)): _____.
- Other items to consider, not limited to the following:
 - proof that subcontractors were asked to try to obtain DBE participation as a lower-tier subcontractor and outcome of these efforts;
 - documentation showing the Michigan Unified Certification Program (MUCP) web site was used to identify DBEs who work in the county where the contract is located; and
 - any other information that supports the reduction of the DBE goal on this project.

DBE COMMITMENT SUBMITTAL

In order to identify what document(s) you need to submit regarding the DBE goal on the project, find your bid ranking in the first column, then follow the questions along the top row.

Bid Rank	Did I achieve DBE Goal?	What do I need to submit?	Do I need to submit Form 4101 (Trucking) and/or 0193 (Supply), if applicable?	When and where do I submit my documents?	What's next?
1 st low	Yes	Form 2653, Sections A-D, must be submitted. (You must include a Section D for each DBE Vendor you plan to use.)	Yes	Within 5 calendar days of the bid letting, submit all required documents to: MDOT-DBESheets@Michigan.gov	Nothing. You have submitted all required documents
	No	Form 2653, Sections A-H, must be submitted. (You must include a Section D for each DBE Vendor you plan to use.)	Yes	Within 5 calendar days of the bid letting, submit all required documents to: MDOT-DBESheets@Michigan.gov	Within 28 days of submittal of contracts, you must submit Form 2653 and all back-up documentation to MDOT-GFE@Michigan.gov
2 nd low	Yes	Form 2653, Sections A-D, must be submitted. (You must include a Section D for each DBE Vendor you plan to use.)	Yes	Within 5 calendar days of the bid letting, submit all required documents to: MDOT-DBESheets@Michigan.gov	Nothing. You have submitted all required documents
	No	Form 2653, Sections A-H, must be submitted. (You must include a Section D for each DBE Vendor you plan to use.)	Yes	Within 5 calendar days of the bid letting, submit all required documents to: MDOT-DBESheets@Michigan.gov	Nothing. You have submitted all required documents
3 rd low, 4 th low, 5 th low, etc.	Yes	Form 2653, Sections A-C	No	Within 5 calendar days of the bid letting, submit all required documents to MDOT-DBESheets@Michigan.gov	Nothing. You have submitted all required documents
	No	Form 2653, Sections A-C	No	Within 5 calendar days of the bid letting, submit all required documents to MDOT-DBESheets@Michigan.gov	Nothing. You have submitted all required documents.