

## DBE SUBCONTRACT CONTACT FORM INSTRUCTIONS

### Policy Statement

It is the policy of the City of Davenport that Disadvantaged Business Enterprises (DBEs) will have an equal opportunity to participate in the performance of City contracts and purchase awards.

### Prime Contractor Responsibilities

Prime contractors bidding on city contract work are required to ensure that disadvantaged businesses are provided the opportunity to participate in the performance of contracts and subcontracts. Prime contractors are required to assist disadvantaged businesses in overcoming barriers to participation and must make good faith efforts to secure bids from, and award subcontracts to, disadvantaged businesses.

**For all construction bids of \$25,000 or more, the following is required to demonstrate good faith efforts in accordance with this policy:**

1. Complete the list of each work type (or “category”) to be subcontracted (or sign that no work will be subcontracted) on form provided.
2. See State of Iowa website for Certified DBE Directory at [http://www.iowadot.gov/civilrights/dbe\\_program.html](http://www.iowadot.gov/civilrights/dbe_program.html). For each work category being subcontracted (#1), a minimum of three DBEs must be contacted for quotes for each type of work being subcontracted. If fewer than three DBEs are listed on the Iowa DBE Directory for any one work category, contacts must be made to all listed firms. Note: If you have submitted a DBE contact not on the Iowa DBE Directory, attach a copy of the DBE certification from other government agency.
3. Each disadvantaged business must be contacted a minimum of **three** business days prior to the date the prime contractor submits the bid to the City of Davenport. **Proof of contact must accompany the DBE Contact Form.** (See #6.)
4. The DBE Contact Form must be submitted with the bid, properly completed and signed. If all work will be performed by prime contractor, with no subcontracts, sign at the bottom where indicated and include a statement in the body of the form why subcontracting is not necessary.
5. Documentation showing proof of contact or attempts **must accompany the DBE Contact Form** for each DBE contacted:
  - a. A copy of the bid received from the DBE, **OR**
  - b. If no bid was received, a copy of correspondence received from the DBE with a “no bid,” **OR**
  - c. If no response was received, a copy of the solicitation sent to the DBE with proof of mailing (carrier receipt) or fax transmittal log copies (with DBE fax numbers highlighted) attached.
6. If any disadvantaged business submitting a quote is not selected for subcontract award, a statement must accompany the “Subcontractor Contact Information Form” on why the DBE was not selected. These reasons could include: not low bid, disadvantaged business withdrew bid, or documentation of other business-related reason for not selecting the disadvantaged business for a subcontract.
7. If you will not be using any subcontractors on this project, sign the form where indicated and note in the body of the form the reason(s) why.

***\*\*\* Failure to include documentation with the DBE Contact Form may disqualify the bid as non-responsive \*\*\****

**LIST OF WORK TO BE SUBCONTRACTED**  
**Complete and Submit with Bid**

Prime Contractor Name \_\_\_\_\_ Project Name \_\_\_\_\_ Bid Opening Date \_\_\_\_\_

The following work will be performed by subcontractors on this project:

TYPE OF WORK TO BE SUBCONTRACTED	DBE FIRMS AVAILABLE FOR TYPE OF WORK? YES OR NO (IF YES, COMPLETE DBE CONTACT FORM)

OR: No work will be subcontracted on this project. Signed \_\_\_\_\_ Date \_\_\_\_\_

Reason(s) why subcontracting is not necessary: \_\_\_\_\_

\_\_\_\_\_

**DBE CONTACT FORM**

**Complete and Submit with Bid**

Prime Contractor Name \_\_\_\_\_ Project Name \_\_\_\_\_ Bid Opening Date \_\_\_\_\_

**SUBCONTRACTOR CONTACTS:** You are required, in order for your bid to be considered responsive, to provide the information on this form along with ***proof of contacts or attempts such as fax transmittal log; copy of solicitation; copies of DBE quotes received or statement declining quote, certified mail receipts, etc.*** Failure to include documentation with form may disqualify the bid.

DBE Firm Name <u>Address, City, State &amp; Zip</u>	IOWA DBE or OTHER (1)	<u>Date Contacted</u> (2)	<u>Type of Work Subcontracted</u>	<u>Quotes Received</u> (yes/no)	<u>Quotes Used in Bid</u> (Dollar Amount)	<u>Reason(s) why DBE quote not used</u>	<u>Type of Proof Attached</u> (3)

(1) Attach copy of other agency certification if “other” than Iowa. (2) Must be at least 3 days before bid is submitted to City. (3) Attach documentation required as described in Instruction #5 on page 1.

*I verify that all information above is accurate and I understand that failure to fully comply with the City of Davenport’s Disadvantaged Business Enterprise Program may be cause for declaring my bid non-responsive, and inaccurate statements on this form may be cause for future rejection of bids by my organization.*

Contractor Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**NO SUBCONTRACTORS:** If all work can be completed by your firm and you are **NOT** using any subcontractors to complete this project, sign here:

Contractor Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

This form may be photocopied.

## **City of Davenport Disadvantaged Business Enterprise Program Frequently Asked Questions – Program Fact Sheet**

### **Policy Statement**

It is the policy of the City of Davenport that Disadvantaged Business Enterprises (DBEs) will have an equal opportunity to participate in the performance of City contracts and purchase awards.

### **What is a DBE?**

DBE stands for disadvantaged business enterprise. To qualify as a disadvantaged business enterprise, a minimum of 51% of the firm's ownership must be female, minority, and/or disabled.

### **How do I find DBE subcontractors?**

The State of Iowa maintains a list of certified DBE vendors. This list is available on the State's website, [www.ia.bidx.com/lettings](http://www.ia.bidx.com/lettings) or a copy may be requested from the Iowa Department of Transportation (515/239-1422). Also, DBE vendors that have a current certification with another State or Federal government entity will also qualify as a DBE for the City of Davenport program. When using a DBE certified by another entity, a copy of their DBE certification must accompany your bid documentation.

### **What if I do not plan to subcontract work?**

If subcontractors are not being used for a bid, the top portion of the Subcontractor Information Form needs to be completed along with a **brief explanation** of why subcontracting was not feasible for the project. Keep in mind that if your firm later needs to hire a subcontractor to complete the project, a contract modification will need to be negotiated in advance to assure that DBE vendors are given an equal opportunity for the subcontract work.

### **What if I need to substitute a subcontractor?**

If the substitution involves a DBE subcontractor, this will require advance notification to the City of Davenport and a formal contract modification. A valid business reason for the substitution will be required in writing, as well as proof of a good faith effort to substitute with another DBE subcontractor.

### **What if my total bid is less than \$25,000 – is DBE program compliance required?**

Program compliance is encouraged, but not required, for total prime contractor bids under \$25,000.

### **How does a prime contractor make a good faith effort to encourage DBE subcontractor participation in bids?**

Following are some recommendations for assistance that can be offered by prime contractors to DBE subcontractors, if at all possible:

1. Break down large subcontracts into smaller parts.
2. Issue bid solicitations to allow sufficient bid response time.
3. Provide technical assistance in the estimating, scheduling, and bid process.
4. Purchase material or lease equipment directly so DBEs can bid for labor only.
5. Reduce or waive subcontractor-bonding requirements.
6. Organize a pre-bid conference for potential subcontractors, including DBEs.
7. Advertise subcontracts in trade association newsletters, general circulation media, and/or provide information to minority contractor assistance agencies.

### **If I am a DBE bidding as the prime contractor, am I required to complete the Subcontractor Contact Information form and comply with the City DBE program?**

Yes, a DBE vendor bidding as a prime contractor is required to comply fully with the City DBE program including making good faith efforts to contact and award subcontracts to disadvantaged businesses.