

| REQUIRED BID DOCUMENTS CHECK LIST | DOCUMENT PAGE NUMBER(S) | CHECK |
|-----------------------------------|-------------------------|-------|
|-----------------------------------|-------------------------|-------|

**BID FORMS CHECKLIST  
AND REQUIRED FORMS**

**The following documents shall be completed and submitted with each bid (see table on next page “Required Bid Documents Check List.”).**

**Please check to make sure that all required documents are in the envelope before it is sealed. Failure to submit all required documents may deem your proposal non-responsive.**

Submit one (1) Original, and two identical copies of the Original Bid, including all required documents.



**PRELIMINARY CONTRACTOR PROJECT SCHEDULE**

All bidders are required to complete and submit with their bids the following Preliminary Contractor Project Schedule. This schedule will be used strictly as an anticipatory pre-construction scheduling and estimating tool. This preliminary schedule is non-binding and in no instance will negate the contract time specified in the bid and contract documents. Failure to complete this form or blatantly misrepresenting information on this form may be grounds for rejection of bid.

Estimated number of work hours per weekday: \_\_\_\_\_ hours

Estimated number of work hours per weekend: \_\_\_\_\_ hours

**BASE BID:**

| <b><u>ANTICIPATED WORK DAYS HOURS</u></b>   |                 |            |                |            |              |
|---|-----------------|------------|----------------|------------|--------------|
|   |                 |            |                |            | <b>TOTAL</b> |
| <b>WORK ITEM</b>  | <b>WEEKDAYS</b> | <b>HRS</b> | <b>WEEKEND</b> | <b>HRS</b> | <b>DAYS</b>  |
| Mobilization  | days            |            | days           |            | days         |
| Rubber & Marking Removal  | days            |            | days           |            | days         |
| Pavement Marking  | days            |            | days           |            | days         |
| <b>Base Bid: <u>Three (3)</u> Consecutive Calendar Days                      SUM OF DAYS = _____ days</b> |                 |            |                |            |              |

NAME OF BIDDER: \_\_\_\_\_ DATE: \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**FORM OF NONCOLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn, deposes and says that he is

\_\_\_\_\_ (Sole owner, a partner, president, secretary, etc.)

of \_\_\_\_\_ the party making the foregoing BID that such BID is genuine and not collusive or sham; that said BIDDER has not colluded, conspired, connived, or agreed, directly or indirectly, with any BIDDER or person, to put in a sham BID, or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Bid Price of affiant or any other BIDDER, or to fix any overhead, profit or cost element of said Bid Price, or of that of any other BIDDER, or to secure any advantage against COUNTY any person interested in the proposed Contract; and that all statements in said Bid are true; and further, that such BIDDER has not, directly or indirectly submitted this BID, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_  
(Bidder)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for

\_\_\_\_\_ County \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20\_\_.

(SEAL)

**E-VERIFY LEGISLATION & PARTICIPATION**

**VENDOR/CONTRACTOR AFFIDAVIT AND AGREEMENT**

**COMES NOW** before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, stating affirmatively that the individual, firm, or corporation which is contracting with the County has registered with and is participating in a federal work authorization program\* in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with DeKalb County, Georgia, of which this affidavit is a part, the undersigned contractor will secure from such subcontractor( s) similar verification of compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 through the subcontractor's execution of the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08 or a substantially similar subcontractor affidavit. The undersigned contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

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EEV / (E-Verify # issued by Homeland Security)

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**E-VERIFY LEGISLATION & PARTICIPATION**

**VENDOR/CONTRACTOR AFFIDAVIT AND AGREEMENT (CONT'D)**

FURTHER AFFIANT SAYETH NOT.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company / Contractor Name Subcontractor

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor  
Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or  
Agent

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

*\* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (!RCA), P.L. 99-603. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV I Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).*

(The remainder of this page is intentionally left blank.)

**E-VERIFY LEGISLATION & PARTICIPATION**

**SUBCONTRACTOR AFFIDAVIT**

**COMES NOW** before me, the undersigned officer duly authorized to administer oaths, the undersigned subcontractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, stating affirmatively that the individual, firm, or corporation which is engaged in the performance of services under a contract between \_\_\_\_\_ (name of contractor) and the County has registered with and is participating in a federal work authorization program\* in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

\_\_\_\_\_  
EEV / (E-Verify # issued by Homeland Security)

FURTHER AFFIANT SAYETH NOT.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company / Contractor Name Subcontractor

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor  
Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or  
Agent

Sworn to and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

*\* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (!RCA), P.L. 99-603. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV I Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)*

**BIDDER QUALIFICATION QUESTIONNAIRE**

Submitted by \_\_\_\_\_  
Name of Bidder

Federal Identification # \_\_\_\_\_

Principal Office Address:  
\_\_\_\_\_  
\_\_\_\_\_

(1) How many years has your organization been in business as a contractor under your present name?

\_\_\_\_\_

(2) How many years experience in construction work has your organization had as a general contractor?

\_\_\_\_\_

As a Subcontractor?

\_\_\_\_\_

(3) List below the requested information concerning projects your organization has completed in the last five (5) years for the type of work required in this project. (Use additional sheets if necessary)

| <u>Project Title</u> | <u>Contract Amount</u> | <u>Required Completion Date</u> | <u>Actual Completion Date</u> | <u>Name/Address Tele of Owner</u> |
|----------------------|------------------------|---------------------------------|-------------------------------|-----------------------------------|
|----------------------|------------------------|---------------------------------|-------------------------------|-----------------------------------|

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Have you ever failed to complete any work awarded to you? If so, where and why?  
\_\_\_\_\_  
\_\_\_\_\_



(5) Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? If so, state name of individual, name of other organization, and reason therefor.

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(6) Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name? If so, state name of individual, name of owner and reason therefor.

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(7) Give below any information which would indicate the size and capacity of your organization, including number of employees, equipment owned by your organization, etc., which are available for utilization on this Contract.

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\*\*\*\*\*  
I, the undersigned, do hereby declare that the foregoing statements are true and correct, all as of the date hereinafter set forth, and that those examining this document have my permission to contact any or all of those parties listed in this questionnaire. Incorrect or misleading statements in this questionnaire shall be grounds for a determination of non-responsibility with respect to such contractor.  
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(SIGNATURE OF BIDDER)

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(TYPE OR PRINT COMPANY NAME)  
FAA FORM 1

**EQUAL OPPORTUNITY REPORT STATEMENT**

**AS REQUIRED BY 41 CFR 60-1.7(B)**

**(This Report is Part of the Bid)**

The Bidder (Proposer) shall complete the following statement by checking the appropriate blanks. Failure to complete these blanks may be grounds for rejection of bid:

1. The Bidder (Proposer) has \_\_\_\_\_ has not \_\_\_\_\_ developed and has on file at each establishment affirmative action programs pursuant to 41 CFR 60-1.40 and 41 CFR 60-2.
2. The Bidder (Proposer) has \_\_\_\_\_ has not \_\_\_\_\_ participated in any previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Order 11246, as amended.
3. The Bidder (Proposer) has \_\_\_\_\_ has not \_\_\_\_\_ filed with the Joint Reporting Committee the annual compliance report on Standard Form 100 (EEO-1 Report).
4. The Bidder (Proposer) does \_\_\_\_\_ does not \_\_\_\_\_ employ fifty (50) or more employees.

NAME OF BIDDER: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FAA FORM 2**

**CERTIFICATION OF NONSEGREGATED FACILITIES**

**AS REQUIRED BY 41 CFR PART 60-1.8**

This section applies to all construction contracts greater than \$10,000

The federally assisted construction Contractor certifies that he does not maintain or provide, for his employees, any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction Contractor certifies that he will not maintain or provide, for his employees, segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction Contractor agrees that a breach of this certification is a violation of the equal opportunity clause in this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment area, transportation, and housing facilities provided for employees which are segregated by explicit directives or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally assisted construction Contractor agrees that (except where he has obtained identical certifications from proposed Subcontractors for specific time periods) he will obtain identical certifications from proposed Subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause and that he will retain such certifications in his files.

Certification - The information above is true and complete to the best of my knowledge and belief. (Please type)

\_\_\_\_\_  
Name and Title of Signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

NOTE: The penalty for making false statements in an offer are prescribed in 18 U.S.C. 1001.

**FAA FORM 3**

**FOREIGN TRADE RESTRICTION**

**AS REQUIRED BY 49 CFR PART 30**

The contractor or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens or nationals of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a contractor that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor or subcontractor who is unable to certify to the above. If the contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on the said list for use on the project, the Federal Aviation Administration may direct, through the sponsor, cancellation of the contract at no cost to the Government.

Further, the contractor agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. This contractor may rely upon the certification of a prospective subcontractor unless it has knowledge of the certification of erroneous.

The contractor shall provide immediate written notice to the sponsor if the contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide immediate written notice to the contractor, if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct, through the sponsor, cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United State of America and the making of a false, fictitious, fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Title

**FAA FORM 4**

**CERTIFICATE REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY, AND VOLUNTARY EXCLUSION**

**AS REQUIRED BY 49 CFR PART 29**

The bidder/offeror certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offer/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation of this solicitation/proposal.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Title

**FAA FORM 5**

**CERTIFICATION OF ELIGIBILITY – DAVIS BACON ACT**

**AS REQUIRED BY 29 CFR PART 5**

By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

Compliance with Davis Bacon Act, all rulings and interpretations of the Davis Bacon Act contained in 29 CFR Part 5 are herein incorporated in this Contract.

The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Title

**FAA FORM 6**

**BUY AMERICAN – STEEL AND MANUFACTURED  
PRODUCTS FOR CONSTRUCTION CONTRACTS (JAN 1991)**

**AS REQUIRED BY TITLE 49 U.S.C., CHAPTER 501**

By submitting a bid/proposal under this solicitation, except for those items listed by the bidder below or on a separate and clearly identified attachment to this bid/proposal, the offeror certifies that steel and each manufactured product, is produced in the United States and that components of unknown origin are considered to have been produced or manufactured outside the United States.

PRODUCT

COUNTRY OF ORIGIN

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\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Title



**FAA FORM 7**

(THIS IS PART OF THE BID)

**BID CONDITIONS  
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

**AS REQUIRED BY 49 CFR PART 26.13**

The following bid conditions apply to this United States Department of Transportation assisted contract. Submission of a proposal by a prospective Contractor shall constitute full acceptance of these bid conditions.

**UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES**

**DeKalb County** will ensure that the following clauses are included in each DOT assisted contract and subcontract:

- I. Policy - It is the policy of the **County** that Disadvantaged Business Enterprises shall have the maximum practicable opportunity to participate in the performance of contracts. Consequently, the DBE requirements of 49 CFR Part 26, do apply to this agreement. Bidders shall use sufficient and reasonably good faith efforts to carry out this policy in the award of their subcontracts to the fullest extent, consistent with the efficient performance of this contract.

"Disadvantaged Business Enterprise" means a small business which is at least 51 percent owned by one or more socially and economically Disadvantaged individuals, or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more socially and economically Disadvantaged individuals and whose Management and daily operations are at least 51 percent controlled by one or more such individuals.

"Disadvantaged Individuals," who are rebuttably presumed to be socially and economically disadvantaged, include, Women, Blacks, Hispanics, Native Americans (American Indians, Eskimos, Aleuts, or Native Hawaiians), Asian Pacific Americans (Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, Philippines, Samoa, Guam), Asian-Indian Americans (India, Pakistan, Bangladesh), and members of other groups or other individuals who have been determined as economically and socially disadvantaged and are lawful residents of the United States.

- II. DBE Obligation - The contractor agrees to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, Subpart D, have the maximum opportunity to

participate in the performance of contracts and subcontracts. In this regard, all contractors shall take necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. Contractors shall not discriminate on the basis of race, color, national origin or sex.

- III. Compliance - All bidders, potential contractors, or sub-contractors for this contract are hereby notified that failure to carry out the policy and the DBE obligation, as set forth above, shall constitute a breach of contract which may result in non-selection; termination of the contract; or such other remedy as deemed appropriate by the Airport. Agreements between a bidder/proposer and a DBE, in which the DBE promises not to provide sub-contracting quotations to other BIDDERS/PROPOSERS, are prohibited.
- IV. Sub-contract Clauses - All bidders and potential contractors hereby assure that they will include the above clauses in all sub-contracts, which offer further sub-contracting opportunities.
- V. Additional Terms And Conditions

(A) DBE Goal:

Notification is hereby given that a 0.00% DBE contract goal is established for this prime contract. The overall goal for firms owned and controlled by socially and economically disadvantaged individuals is a minimum 0.00% of the dollar value of this contract, including alternates and change orders. In the event that the bidder for this solicitation is certified and qualifies as a DBE, the contract goal shall be deemed to have been met in accordance with the Section on "COUNTING DBE PARTICIPATION TOWARD MEETING THE DBE GOALS".

BIDDERS/PROPOSERS are strongly encouraged to utilize a mixture of eligible DBE firms from all groups (Blacks, Hispanics, Women, Native Americans, Asian Pacific Americans).

All bidders and proposers hereby assure that they will make sufficient reasonable good faith efforts to meet the above stated goals. Moreover, such bidders or proposers hereby assure that they will meet the DBE participation percentages submitted in their respective bids or proposals.

BIDDERS/PROPOSERS, also agree to provide any additional information requested by the Airport to substantiate DBE participation, including but not limited to, the written subcontract agreement between prime bidder and each subcontractor for the work relative to this project.

(B) DBE Substitutions:

All bidders and proposers shall make a good faith effort to replace a DBE sub-contractor who is unable to perform successfully, with another DBE sub-contractor.

The Disadvantaged Business Enterprise Liaison Office (DBELO) must approve all substitutions. There shall be no substitutions or additions during the time period between the bid opening date and the bid award date, unless required under the Decertification Provision.

Bidders or proposers may not make substitutions of DBE subcontractors after bid award on the grounds that they have solicited a response from another contractor whose price is more reasonable than the DBE submitted at bid opening.

(C) DBE "Regular Dealers"

All BIDDERS/PROPOSERS may count sixty (60) percent of their expenditure for the purchase of materials and supplies obtained from a DBE "Regular Dealer", provided that the DBE supplier(s) perform a commercially useful function in the supply process. A DBE is considered to be performing a commercially useful function when he/she is responsible for execution of a distinct element of work of a contract, and carrying out its responsibilities by actually performing, with its own crew, managing and supervising the work involved.

For the purpose of calculating the percentage rate of participation by DBE(s), those bidders using the service of socially and economically disadvantaged individuals as brokers for the purpose of supplying materials or labor shall be allowed zero (0) credit toward meeting the contract goal (obligation). The term broker is defined as: A buyer and seller of goods or a negotiator between buyer and seller, but without having custody of the property.

(D) COUNTING DBE PARTICIPATION TOWARD MEETING THE DBE GOAL:

BIDDERS/PROPOSERS may count DBE participation toward meeting DBE goal as follows:

- (a) The total dollar value of the contract awarded to an eligible DBE which performs at least fifty-one percent (51%) of the work with their own work force; or the total of fifty-one percent of the work which is performed by the eligible DBE's own work force and another eligible DBE subcontractor will be counted toward the applicable DBE goal.
- (b) Only that portion of the total dollar value of a contract which is actually performed by an eligible DBE's own work force, or a combination of other eligible DBE subcontractors, equates to fifty-one percent (51%) or more.

- (c) A portion of the total dollar value of a contract with a joint venture, eligible under the standards for certification, equal to the percentage of the ownership and control of the DBE partner in the joint venture. A two-party check, payable to the DBE and supplier is acceptable, only if any discounts for early payment, etc. are paid to the DBE.

(E) Contract Award Criteria:

The award selection procedure for this solicitation will ensure that prime contracts are awarded only to competitors who make a good faith effort to meet the established Disadvantaged Business Enterprise (DBE) goal.

1. Subject to other applicable provisions herein, bids or proposals will be considered incomplete, and ineligible to receive a contract award unless the following forms (copies are a part of the bid documents) are completed and submitted with the bid:
  - (a) DBE Form 1 - a list of proposed subcontractors.
  - (b) DBE Form 2 - DBE Identification Affidavit
  - (c) DBE Form 3 - Letter of Intent to perform as a Disadvantaged Business Enterprise Subcontractor. One form for each DBE subcontractor listed on DBE Form 1 must be completely filled out and executed by the proposed subcontractor. Failure to submit this with the bid may preclude the bidder from award. Forms are supplied with the contract documents. Additional copies may be obtained from the same place where plans and specifications were received.
  - (d) DBE Form 4- DBE Unavailability Certification must be submitted with the bid proposal if the DBE goal is not met.
2. The **County** will count toward the established DBE project goal only those firms which are certified as a DBE at bid opening.

The **County** reserves the right to "allow" the low bidder who has made an acceptable good faith effort to increase DBE sub-contract goals and other affirmative action efforts, provided same does not increase the bid price of the respective project.

- (F) Reporting Requirements - The awardee shall establish, maintain and submit regular reports, as required, which will identify and assess progress in achieving DBE sub-contract goals and other affirmative action efforts.

Progress reports shall be submitted with each periodic pay request or application for payment. Any invoice not containing same will be disapproved until the information is supplied.

The awardee is required to submit invoices each month for portions of work completed during the month, including all DBE monies due for that period. The awardee is also required to submit a DBE Utilization Form with each monthly invoice.

Failure to comply with this requirement may constitute breach of contract and may result in the termination of this contract or such other remedy as the **County** may deem appropriate.

- VI. Acceptable Good Faith Efforts - If any bidder fails to meet the DBE goals for this solicitation, the bidder shall submit, with the bid, proof of good faith efforts, using the guideline listed in Appendix A to 49 CFR 26, along with a written statement of efforts made and reasons for not meeting said goals. (See DBE Form 4 which must be submitted with bid)

A list of the efforts that a bidder should make, and the **County** may use in making a determination as to the acceptability of the bidder, are as follows:

- (1) Whether the bidder attended any pre-solicitation or pre-bid meetings which were scheduled by the **County** to inform DBEs of contracting and subcontracting opportunities;
- (2) Whether the bidder advertised in general circulation, trade association, and minority-focus media concerning the sub-contracting opportunities;
- (3) Whether the bidder provided written notice to a reasonable number of specific DBEs that their interest in the contract was being solicited, in sufficient time to allow the DBEs to participate effectively;
- (4) Whether the bidder followed up initial solicitations of interest by contracting DBEs to determine, with certainty, whether the DBEs were interested;
- (5) Whether the bidder selected portions of work to be performed by DBEs in order to increase his/her chances of meeting the DBE goal (including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation);
- (6) Whether the bidder provided interested DBEs with adequate information about the plans, specifications and requirements of the contract;

- (7) Whether the bidder negotiated in good faith with interested DBEs, not rejecting DBEs as unqualified without sound reasons based on a thorough investigation of their capabilities.
- (8) Whether the bidder made efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance required by the **County** or contractor, and
- (9) Whether the bidder effectively used the services of available minority and women community organizations; minority and women contractors' groups; local, state and Federal minority business assistance offices; and other organizations that provide assistance in the recruitment and placement of socially and economically individuals.

NOTE: The nine (9) items set forth above are not the exclusive criteria, and the **County** may specify that you submit information on certain other actions which were taken to secure DBE participation in an effort to meet the goal. A bidder may also submit, to the owner, other information on efforts he/she made to meet the goal.

VII. Contractor Assurance - The bidder assures that he/she will make a good faith effort to meet one of the following, as appropriate:

- (A) The DBE participation goal as established in Paragraph V, Section A.
- (B) Make a good faith effort to meet Disadvantaged Business Enterprise (DBE) goal (Must submit proof with bid).

General Instructions

- 1. Contract Goal - All BIDDERS/CONTRACTORS may meet the DBE contract goal by using certified DBEs. **To be certified in the State of Georgia, a contractor must be registered with Georgia Department of Transportation ([www.dot.state.ga.us/doingbusiness/dbePrograms](http://www.dot.state.ga.us/doingbusiness/dbePrograms)).** Bidders who fail to achieve the contract goal(s) stated in the bid document, must provide (with the bid) an explanation as to why the goal was not achieved and documentation demonstrating that a "Good Faith Effort" was made by the bidder as outlined in DBE Form 4.
- \*2. DBE Form 1 & 2- All bidders/contractors shall complete and submit, with their bids, DBE Forms 1 & 2.
- \*3. Letter of Intent To Perform as a DBE Subcontractor - Each subcontractor listed on DBE Form 1 shall complete and sign a Letter of Intent to Perform as a DBE Subcontractor.

4. Certification - BUSINESS/CONTRACTORS seeking to participate as DBEs must be certified at the time of bid submittal. Check the DBE Directory or contact the DBELO.
5. Copies of Forms - Contractors may duplicate as many forms as needed, or may request additional forms from the **County**; and all DBE Program questions should be directed to the DBELO.

\*NOTE: Items 2 & 3 ABOVE MUST BE SUBMITTED WITH THE BID IN ORDER TO BE ELIGIBLE TO RECEIVE A CONTRACT AWARD.

FAA FORM 7 - DBE FORM 1 (Reproduce as necessary)

**SCHEDULE OF DBE PARTICIPATION**

Name of Bidder: \_\_\_\_\_  
 Project: **2017 Runway 3R.21L Rubber Removal and Remarking**  
 Project No.: **GDOT Project No. APXXX-XXXX-XX (089) DeKalb**  
 Total Bid Amount: \_\_\_\_\_

| NAME OF DBE<br>SUBCONTRACTOR | ADDRESS<br>(COUNTY,<br>STATE) | TYPE OF WORK<br>SUBCONTRACTED | MANUFACTURER /<br>SUPPLIER /<br>SUB CONTRACTOR | SUBCONTRACT<br>VALUE |
|------------------------------|-------------------------------|-------------------------------|--|----------------------|
|                              |                               |                               |  | \$                   |
|                              |                               |                               |  | \$                   |
|                              |                               |                               |  | \$                   |
|                              |                               |                               |  | \$                   |
|                              |                               |                               |  | \$                   |
|                              |                               |                               |  | \$                   |

Subtotal – Manufacturers     \$ \_\_\_\_\_ x 1.00 = \$ \_\_\_\_\_  
 Subtotal – Suppliers         \$ \_\_\_\_\_ x .60 = \$ \_\_\_\_\_  
 Subtotal – Sub Contractors   \$ \_\_\_\_\_ x 1.00 = \$ \_\_\_\_\_

**DBE PARTICIPATION TOTAL VALUE = \$ \_\_\_\_\_**

The attainment of DBE participation goals for this contract will be measured as a percentage of the total dollar value of the contract.

The undersigned will enter into a formal agreement with the DBE Subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with

\_\_\_\_\_

Sworn to and subscribe before me, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ (SEAL) Name (Typed) \_\_\_\_\_

NOTARY PUBLIC



**DBE SUBCONTRACTOR IDENTIFICATION AFFIDAVIT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I HEREBY DECLARE AND AFFIRM THAT I AM THE \_\_\_\_\_  
(Title-Owner, President, Co-Venturer, etc.)

and duly authorized representative of \_\_\_\_\_  
(Name of Firm)

whose address is \_\_\_\_\_

\* I hereby declare and affirm that I am a Disadvantaged Business Enterprise (DBE) as defined by the contract documents cited below, and that I will provide on request information to document this fact.

This firm is interested in quoting/bidding on the following categories of work being procured for the Project:

Project: **2017 Runway 3R.21L Rubber Removal and Remarking**  
Project No.: **GDOT Project No. APXXX-XXXX-XX (089) DeKalb**

This firm has current GDOT DBE certification: \_\_\_\_\_  
GDOT Certification Number

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED ON BEHALF OF THE FIRM TO MAKE THIS AFFIDAVIT.

\_\_\_\_\_  
(Date) (Affiant)

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, \_\_\_\_\_, the above signed officer, personally appeared, known to me to be the person described in the foregoing affidavit and acknowledged that he/she executed the same in the capacity therein stated and for the purposes therein contained.

In witness thereof, I hereunto set my hand and official seal.

\_\_\_\_\_ (SEAL)

My Commission Expires \_\_\_\_\_

\*Collectively called DBEs



\*Collective called DBEs

**DBE UNAVAILABILITY CERTIFICATION**

I, \_\_\_\_\_, \_\_\_\_\_

of \_\_\_\_\_, certify that on the dates below,

I invited the following DBE Subcontractor(s) to bid work items to be performed on

Project: **2017 Runway 3R.21L Rubber Removal and Remarking**

Project No.: **GDOT Project No. APXXX-XXXX-XX (089) DeKalb**

| DATE OF REQUEST | NAME OF SUBCONTRACTOR | WORK ITEMS SOUGHT |
|-----------------|-----------------------|-------------------|
| _____           | _____                 | _____             |
| _____           | _____                 | _____             |
| _____           | _____                 | _____             |
| _____           | _____                 | _____             |
| _____           | _____                 | _____             |

The following Subcontractors submitted bids, which were not the low responsible bid:

|       |          |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |