

Civil Rights Requirements for Pre-Bid Meeting

Form C-111 – Minimum DBE Requirements must be completed and submitted with bid or received no later than 10:00 a.m. the next business day after the time stated in the bid proposal for the receipt of bids. All firms bidding on the project will have to submit form C-111 by 10:00 a.m. the next business day if not submitted with bid.

At time of bid, if the bidder knowingly cannot meet or exceed the required DBE contract goal, they shall submit Form C-111 exhibiting the DBE participation it commits to attain as a part of its bid documents along with Form C-49, DBE Good Faith Efforts Documentation or within two (2) business days after the bid opening **or when requested by VDOT.**

Form C-112 – Certification of Binding Agreement must be completed and submitted with bid or if determined the lowest responsive and responsible bidder within three (3) business days after bids are received. DBE's bidding as prime contractors are not required to submit Form C-112 unless they are utilizing other certified DBE's as subcontractors.

Form C-48 – Subcontractor/Supplier Solicitation and Utilization Form – All bidders, including DBEs bidding as Prime Contractors, must complete and submit this form within ten (10) business days after the opening of bids or with bid.

Form C-49 – DBE Good Faith Efforts Documentation –This information must be submitted within two (2) days after bid opening if your bid does not meet the project DBE requirement or when requested by VDOT if DBE requirement is not met. **VDOT is requesting Form C-49 be submitted with bid if bidder cannot meet required contract DBE goal.**

DBE Requirement: **11%**

The only DBE firms eligible to perform work on federal-aid contracts for DBE contract goal credit are firms certified as Disadvantaged Business Enterprises (DBE) by the Department of Small Business and Supplier Diversity (SBSD). DBE firms must be certified in the specific work listed for DBE contract goal credit. A directory listing of certified DBE firms can be obtained from the SBSBD website <http://www.sbsd.virginia.gov>

The contractor and all subcontractors must submit all certified payrolls and subcontractor payments, including those made to Disadvantaged Business Enterprises (DBEs), using the AASHTOWare Project Civil Rights and Labor (CRL).

Please feel free to contact Donna Brown at 540-332-7888 or Melissa Lotts at 540-332-9247 for information concerning Civil Rights Requirements with this project.

This project could be selected for EEO Contract Compliance and will be reviewed for DBE Compliance.