DBE – SCHEDULES

INSTRUCTION PAGE

1. **Do not submit the *Instructions Page*.**
2. Joint ventures that intend to count participation by a **DBE** as a joint venture partner toward the **DBE** goal must complete a **Schedule B** and attach a copy of the joint venture agreement. The **DBE** joint venture partner(s) must also complete a **Schedule C** and be included on the **Schedule D**.
3. All **DBE** firms included on the **Schedule D** must complete a **Schedule C**.
   a. **Schedule C-3** is to be used for **TASK ORDER BASED** contracts.
4. Identify **all DBE** firms (1st tier, 2nd tier, etc.) for total DBE utilization on **Schedule D**. If you need to use additional pages, number pages accordingly.
5. Verify that **all Schedules** are filled out completely; compliance staff cannot make assumptions for blank spaces.
6. Confirm that the **Bidder's List** has been accurately filled out and submitted. Its submission is required for a complete bid.
7. Attach a copy of each **DBE's** most recent **Letter of Certification** and include the date of the **DBE's** next **Declaration of Eligibility (DOE).**
8. When calculating DBE participation percentage, use total bid amount (including overhead and profit) as the denominator.
9. Use the chart below for counting credit based on the work the DBE firm will be performing. Subcontracting firms performing labor or services on the contract that are not identified in the work categories below will receive 100% credit pending review by the Authority:

DBE WORK CATEGORIES

Work Categories	Credit (%)
Joint Venture partner	100% of work performed
Manufacturer	100%
Trucking	100%
Regular Dealer	60%
Broker	Fees and/or commission

Definitions

***Joint venture*:** An association of a **DBE** firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the **DBE** is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

***Manufacturer*:** A firm that operates or maintains a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment required under the contract and of the general character described by the specifications.

***Trucking*:** A firm that owns and operates at least one fully licensed, insured, and operational truck. If the **DBE** leases trucks from a **non-DBE** firm, credit will only be assessed for the total value of transportation services provided by **non-DBE** leased trucks equipped with drivers not to exceed the value of transportation services on the contract provided by **DBE-owned** trucks or leased trucks with **DBE** employee drivers.

***Regular Dealer*:** A firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.

***Broker dealers*:** A supplier that is neither a manufacturer nor a regular dealer.

***Schedule B*:** Refers to the **Affidavit of Joint Venture**, which confirms the association of a **DBE** firm and one or more other firm(s) to carry out a single, for-profit business enterprise.

***Schedule C*:** Refers to the **Participant Statement** that is completed by the certified **DBE** firm(s) and **Bidder** that is included on the **Schedule D.**

***Schedule D*:** Refers to the **DBE Utilization Plan**, completed by the **Bidder** showing the overall breakdown of each **DBE** firm: their tier, work category and scope of work and the contract dollar amount or their participation percentage of the contract.