



# Field and Project Office Staff Responsibilities

## Disadvantaged Business Enterprise (DBE)



Sponsored by the MDOT Office of Business Development (OBD)



# 2011 DBE Program Regulations for Monitoring

- 49 CFR 26.37
- BOHIM 2013-12
- [www.michigan.gov/mdotdbe](http://www.michigan.gov/mdotdbe)





# Preconstruction Meeting

- Discuss the DBE goal
- Request DBE commitment sheets MDOT Form 0178, a.k.a., *“The Blue Sheet.”*
- Get/record verbal DBE designation if no blue sheet
- Ask how the DBE’s will fit into project schedule
- Request notification of off-site work
- Substitutions require Form 0196
  - This is required when the work is done by another DBE, or a non-DBE sub or prime.
- Remind contractors that any removal of DBE’s must be documented with 5 days **written** notice given to DBE being removed





# DBE Participation Forms 0178 "Blue Sheet"

Michigan Department  
 of Transportation  
 0178 (10/09)  
 Page \_\_\_\_\_ of \_\_\_\_\_

## DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

LETTING DATE

LETTING ITEM NO

Information to be submitted within 14 days to the Michigan Department of Transportation (MDOT) Contracts Services Division by the prime contractor concerning DBE firms to be used on this project.

CONTRACT ID

Prime contract dollar value: \$ \_\_\_\_\_

PRIME CONTRACTOR

Check this box if this project does not have a DBE participation goal (i.e., race-neutral)

PRIME EMAIL ADDRESS

\_\_\_\_\_

PRIME PHONE

COMPLETE THIS SECTION IF THIS CONTRACT HAS A DBE PARTICIPATION GOAL

PRIME CONTACT PERSON

DEPARTMENT'S PARTICIPATION GOAL

CONTRACTOR PROPOSED PARTICIPATION

%= \$

%= \$



NOTE: Each company listed on the following pages must have current DBE certification on file with the Department. These pages must be signed by both the DBE and prime contractor and returned to the Contracts Services Division as a package. Current DBE Directories are maintained on MDOT's Web Site: <http://www.michigan.gov/mdot>. Select the "Doing Business" link on the left of the screen, and then select the "Disadvantaged Business Enterprise" service area.



# DBE Blue Sheet

MDOT 0178 (10/09)

## DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

LETTING DATE
LETTING ITEM NO
CONTRACT ID
PRIME CONTRACTOR

Check one of the following boxes to describe the primary type of work or service this DBE will provide:  
 Subcontractor                       Trucker Broker (attach form 4101)                       Supply - Manufacturer  
 Trucker (attach form 4101)                       Supply - Regular Dealer                       Supply - Broker

**DBE Trucking Firms MUST provide the following information;**

Date trucker expected to start on the project (mm/dd/yyyy):

Type of Truck/Trailer:	Maximum # of each to be provided:	Hourly or Ton Rate:
Tri-Axles		
Quad-Axles		
Semis		
Trains		
Short Doubles		
Flowboy types		
Tankers		
Other:		

Check if this is a post-award modification of the original commitment to this DBE.

Check this box if this contract has no DBE participation goals (i.e., race-neutral)

CONTACT PERSON NAME

FIRM NAME

ADDRESS                      CITY                      STATE                      ZIP CODE

PHONE NUMBER                      EMAIL ADDRESS

FULLY DESCRIBE THE TYPE OF WORK, SUPPLY\*\*, OR SERVICE THIS DBE WILL PROVIDE





# Blue Sheets

- Blue sheets can be obtained by contacting Pauline Bouck at [bouckp@michigan.gov](mailto:bouckp@michigan.gov) (517)335-4281
- OBD can also provide assistance in obtaining blue sheets if needed [adamssf@michigan.gov](mailto:adamssf@michigan.gov)





# Construction Contract Inquiry

<http://mdotcf.state.mi.us/public/trnsport/>

Department of Transportation Michigan.gov

[Michigan.gov Home](#) | [MDOT Home](#) | [MDOT Sitemap](#) | [Contact MDOT](#) | [MDOT FAQs](#)



## Construction Contract Inquiry

[Contractor Home](#) • [Report Info](#) • [Search Again](#) • [Feedback](#) • [Help](#)

### To get a construction contract inquiry report:

- Select a report type or web display.
- Enter a Contract or Project Number.
- Enter all or part of it if you are not sure of the complete number.

### Hours of operation

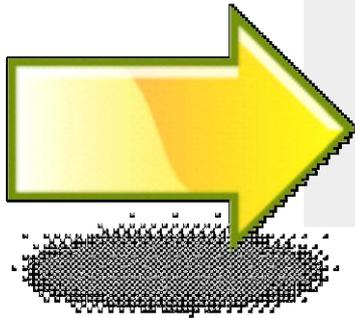
Mon - Fri: 6:00 AM - 11:30 PM  
Saturday: 6:00 AM - midnight  
Sunday: 24 hours

### Select report type or web display:

- Project Voucher Summary -- Show vouchers for the last:
- Project Voucher Summary by Contractor -- Show vouchers for the last:
- General Contract Level Information
- Contract Modifications
- Subcontracts
- Contract Award Status
- Insurance
- DBE Commitment

Enter Contract or Project Number:

OK





# Construction Contract Inquiry




## Construction Contract Inquiry

[Contractor Home](#) • [Report Info](#) • [Search Again](#) • [Feedback](#) • [Help](#)

DBE Commitment Summary for Contract: 82400-116327

[Printer-friendly version](#)

**Contractor:** Motor City Electric Utilities Company  
**Award Value:** \$1,075,908.09  
**DBE Participation %:** 5 **DBE % as modified:** 5  
**Location:** Congress Street from 3rd Street to Washington Boulevard

DBE Vendor Name	Work Class	Work Class Narrative	Original Commitment Amount	Current Commitment Amount	Subcontract Value
Lois Kay Contracting Co.	Cb	Hot Mix Asphalt/Bituminous Paving	\$66,350.45		\$66,344.45
BMJ Engineering, Inc.	cnst	Construction Staking	\$4,820.25		\$4,821.24
Majestic Contractors LLC	Ea J	Grading, Drainage Structures & Agg. Cons Concrete C, C&G, Driveways, Sidewalks	\$242,631.54		\$242,501.54

**For questions or problems, contact:**  
 DBE Field Services via 866-323-1264 or  
 Nick Sundberg at [SundbergN@michigan.gov](mailto:SundbergN@michigan.gov) or 517-241-4806.

[Search Again](#)



# CUF – Commercially Useful Function

A CUF is performed when DBEs:

- Manage and perform the essential work of their subcontract/purchase order
- Independently do 50% or more of the work of their subcontract or purchase order (work subbed to non-DBE's doesn't count)
- Are paid for the work performed.





## Form: 4109

- Construction staff must monitor and document that work committed to DBE companies is actually performed by said companies.
- This will be accomplished through the use of form 4109, Commercially Useful Function (CUF) Review.
- this form is required for all DBE companies on all federally funded projects including projects with no DBE goal.

Michigan Department  
Of Transportation  
4109 (12/13)

### COMMERCIALLY USEFUL FUNCTION (CUF) REVIEW

Page 1 of 2

*Performance of a CUF review is required on each DBE subcontractor on a Michigan Department of Transportation let federally-assisted construction project. The review should be conducted when the DBE first begins work. Monitoring is to be done through the course of the project. Federal regulation 49 CFR 26.55 states: "A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved... A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation..." This form is for the purposes of reviewing DBEs for compliance with the CUF requirements for obtaining DBE credit on this project.*

REVIEWER'S NAME (Print clearly)	REVIEWER'S AGENCY	REVIEWER'S PHONE NUMBER ( )
PROJECT NUMBER (ID)	CONTRACTOR THAT THE DBE SUBCONTRACTS TO OR WORKS FOR	
DBE FIRM BEING REVIEWED	FIELD INSPECTION DATE	

DESCRIBE DBE'S SCOPE OF WORK. (Review DBE Commitment form 0178 (blue sheet), subcontract, trucking worksheet (Form 4101) and/or purchase order(s), truck ticket(s), etc., to assist in determination of CUF compliance.

<u>SUBCONTRACTS AND PURCHASE ORDERS</u>	YES	NO	N/A
Are purchase orders, subcontracts and/or trucking tickets, bills of lading, etc., filed in the project office? If no, explain below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>EMPLOYEES</u>			
Does the DBE have employees on the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do they appear on the DBE firm's payroll? If no, explain below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do they appear on the prime contractor's payroll?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the DBE assign work to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PERFORMANCE</u>			
Has any other contractor performed any of the DBE's work? If yes, explain below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>TRUCKERS</u> Please note the trucks seen on site in Field Manager for the date of review (e.g., 3 trucks labeled XYZ Company, 2 from ABC Company)			
Does a review of the load tickets indicate that hauling is being done by the DBE? If no, explain below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If leased, does the driver have the lease agreement (MPSC Form P-341-T) in their truck and does it identify the DBE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>EQUIPMENT</u>			
Whose name appears on equipment used by the DBE firm? _____			
<u>CUF</u>			
Does it appear the DBE is performing a CUF (See CUF explanation card)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS/EXPLANATIONS:			

The signature below is verification that the reviewer observed the DBE performing its commercially useful function. Any CUF problems were documented (form 4109, IDR, report, etc.), addressed, and reported to the Office of Business Development (OBD).

REVIEWER'S SIGNATURE	DATE
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Within 10 days of signature, a copy of this completed form is to be faxed to (313) 965-2383

or emailed to: [mdot-dbe@michigan.gov](mailto:mdot-dbe@michigan.gov).

Call the OBD CUF Specialist at (313) 965-5557 for questions/concerns, etc.

Place original in the project file.

Clear Form





# Completing 4109

- Submit after the DBE completes the majority of their work items, payrolls have been submitted, etc.
- Note ongoing observations in IDR's
- Report any CUF issues to OBD as they occur





# CUF Pocket Card

[http://www.michigan.gov/mdot/0,4616,7-151-9625\\_21539\\_23108---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_21539_23108---,00.html)

 <p><b>Commercially Useful Function (CUF)</b></p> <p>For the prime contractor/subcontractor(s) to receive DBE credit on a project the DBE must perform a CUF. A CUF requires following federal regulations regarding the DBE company managing the project, the equipment used, the performance of DBE company employees, the materials required, and overall project performance by the DBE. Also, the DBE must be paid in accordance with Michigan Department of Transportation (MDOT) payment procedures for all work accepted by MDOT.</p> <p><b>The following bullets describe possible CUF violations</b></p> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Supervision of DBE employees done by another contractor.</li> <li>• The DBE provides little or no supervision of contracted work.</li> <li>• The DBE's superintendent is not a regular, full-time, exclusive employee of the DBE.</li> <li>• Supervision is performed by personnel associated with another company.</li> <li>• The DBE hasn't been issued a subcontract, purchase order, or other contractual document.</li> <li>• DBE firm's owner is not aware of the status of the work, the employees and/or the performance of the business.</li> <li>• DBE company owners are rarely or never seen.</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• The equipment is used by the DBE firm but the payments are deducted by the prime contractor.</li> <li>• The equipment used by the DBE firm belongs to another contractor with no formal long term lease agreement (large equipment such as a crane, is an exception).</li> <li>• Magnetic equipment signs and markings cover another company logo or other information.</li> </ul>	 <p><b>Commercially Useful Function (CUF)</b></p> <p>For the prime contractor/subcontractor(s) to receive DBE credit on a project the DBE must perform a CUF. A CUF requires following federal regulations regarding the DBE company managing the project, the equipment used, the performance of DBE company employees, the materials required, and overall project performance by the DBE. Also, the DBE must be paid in accordance with Michigan Department of Transportation (MDOT) payment procedures for all work accepted by MDOT.</p> <p><b>The following bullets describe possible CUF violations</b></p> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Supervision of DBE employees done by another contractor.</li> <li>• The DBE provides little or no supervision of contracted work.</li> <li>• The DBE's superintendent is not a regular, full-time, exclusive employee of the DBE.</li> <li>• Supervision is performed by personnel associated with another company.</li> <li>• The DBE hasn't been issued a subcontract, purchase order, or other contractual document.</li> <li>• DBE firm's owner is not aware of the status of the work, the employees and/or the performance of the business.</li> <li>• DBE company owners are rarely or never seen.</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• The equipment is used by the DBE firm but the payments are deducted by the prime contractor.</li> <li>• The equipment used by the DBE firm belongs to another contractor with no formal long term lease agreement (large equipment such as a crane, is an exception).</li> <li>• Magnetic equipment signs and markings cover another company logo or other information.</li> </ul>
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# CUF Red Flags

A DBE may not be performing a CUF when:

- DBE employees are on the prime's or other contractor's payroll.
- The DBE uses equipment belonging to the prime or another subcontractor on the project. Trucks are not identified as being owned or leased by the DBE.
- Material tickets for materials that are supposed to be supplied by a DBE are in the name of a different contractor.
- The DBE is not paid for its work.
  - Payments to all DBEs must be reported on MDOT Form 2124A (construction projects) or 0165 (consultant projects)
- DBE work is done by another contractor.





# Supplying the Materials

- Purchase orders are to be provided to construction staff for off-site DBE work (suppliers) and for trucking work.
- If they are not provided, a request should be documented to the prime contractor. Construction staff is to verify that purchase order work was completed by suppliers and truckers.

Michigan Department Of Transportation 4109 (12/13) **COMMERCIALLY USEFUL FUNCTION (CUF) REVIEW** Page 1 of 2

*Performance of a CUF review is required on each DBE subcontractor on a Michigan Department of Transportation let federally-assisted construction project. The review should be conducted when the DBE first begins work. Monitoring is to be done through the course of the project. Federal regulation 49 CFR 26.55 states: "A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved... A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation..." This form is for the purposes of reviewing DBEs for compliance with the CUF requirements for obtaining DBE credit on this project.*

REVIEWER'S NAME (Print clearly) Angela McKinstry	REVIEWER'S AGENCY City of Port Huron	REVIEWER'S PHONE NUMBER (810) 984-9730
PROJECT NUMBER (ID) 77475-121108	CONTRACTOR THAT THE DBE SUBCONTRACTS TO OR WORKS FOR Pamar Enterprises	
DBE FIRM BEING REVIEWED Martin Trucking	FIELD INSPECTION DATE N/A	

DESCRIBE DBE'S SCOPE OF WORK. (Review DBE Commitment form 0178 (blue sheet), subcontract, trucking worksheet (Form 4101) and/or purchase order(s), truck ticket(s), etc., to assist in determination of CUF compliance.  
Supply Asphalt Cement for asphalt Paving

SUBCONTRACTS AND PURCHASE ORDERS	YES	NO	N/A
Are purchase orders, subcontracts and/or trucking tickets, bills of lading, etc., filed in the project office? If no, explain below.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>EMPLOYEES</b>			
Does the DBE have employees on the job?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do they appear on the DBE firm's payroll? If no, explain below:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do they appear on the prime contractor's payroll?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the DBE assign work to them?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PERFORMANCE</b>			
Has any other contractor performed any of the DBE's work? If yes, explain below	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>TRUCKERS</b> Please note the trucks seen on site in Field Manager for the date of review (e.g., 3 trucks labeled XYZ Company, 2 from ABC Company)			
Does a review of the load tickets indicate that hauling is being done by the DBE? If no, explain below	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If leased, does the driver have the lease agreement (MPSC Form P-341-T) in their truck and does it identify the DBE?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>EQUIPMENT</b>			
Whose name appears on equipment used by the DBE firm? _____			
CUF			
Does it appear the DBE is performing a CUF (See CUF explanation card)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMENTS/EXPLANATIONS:  
Subcontractor supplied materials to the plant. Nothing was supplied directly to this project site by this subcontractor, and they were not seen on site.

The signature below is verification that the reviewer observed the DBE performing its commercially useful function. Any CUF problems were documented (form 4109, IDR, report, etc.), addressed, and reported to the Office of Business Development (OBD).

REVIEWER'S SIGNATURE Angela McKinstry DATE 7-30-14

Within 10 days of signature, a copy of this completed form is to be faxed to (313) 965-2383 or emailed to: [mdot-dbe@michigan.gov](mailto:mdot-dbe@michigan.gov).  
Call the OBD CUF Specialist at (313) 965-5557 for questions/concerns, etc.  
Place original in the project file.

**Clear Form**





# Suppliers and Truckers





# Field Staff Role in Monitoring DBE's

- Include DBE subs in IDR's as well as any observations of DBE truckers
- Request purchase orders from the prime, esp. for off-site work.
- Document requests and responses





# MDOT FORM 2124A

**DISTRIBUTION:**  
Resident/Project Engineer  
Office of Business Development

Michigan Department  
Of Transportation  
2124A (05/12)

## PRIME CONTRACTOR BI-WEEKLY STATEMENT OF SUBCONTRACTOR/SUPPLIER PAYMENTS

*Portions of the information required in accordance with 49 CFR part 26.37 (as detailed in the prompt payment provisions to monitor the progress of the prime contractor in meeting contractual DBE obligations.)*

**SEE INSTRUCTIONS ON REVERSE**

PRIME CONTRACTOR	CONTRACT ID
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BI-WEEKLY PERIOD ENDING: \_\_\_\_\_  PROJECT COMPLETION

SUBCONTRACTOR, DBE SUBCONTRACTOR, DBE TRUCKER, DBE SUPPLIER OR SERVICE PROVIDER	SERVICES/WORK CLASSIFICATION	TOTAL SUB CONTRACT AMOUNT	CUMULATIVE DOLLAR VALUE OF SERVICES COMPLETED	DEDUCTIONS	ACTUAL AMOUNT PAID TO DATE	DBE AUTHORIZED SIGNATURE AT PROJECT COMPLETION ONLY	DATE

*As the authorized representative of the above prime contractor, I certify that all payments to non-DBE truckers, and non-DBE suppliers that have performed work or supplied materials to the prime during the reporting period have been made, and I state that to the best of my knowledge, this information is true and accurate.*

CONTRACTORS AUTHORIZED REPRESENTATIVE (Signature)	TITLE	DATE
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**FOR THE MICHIGAN DEPARTMENT OF TRANSPORTATION USE ONLY**

COMMENTS

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RESIDENT/PROJECT ENGINEER (Signature)	DATE
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# DBE Substitutions

## Substitutions must be requested using MDOT Form 0196, Request to Replace a DBE.

This form contains interactive and dynamic features such as expandable text options which require the user to have Adobe 6.02 or newer

Michigan Department of Transportation 0196 (10/14)

### REQUEST TO REPLACE A DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Page 1 of 1

49 CFR 26.53 provides that a prime may not terminate for convenience an approved DBE working on Race Conscious (RC) federally-assisted contracts. MDOT must be notified immediately of a DBE's inability to perform any or all of its work and the Primes intent to obtain a substitute DBE. Primes are required to make a good faith effort to replace a DBE that is unable to perform, with another DBE. The substitute DBE must be approved by the Project Manager and Contract Services Division prior to starting work.

Once approved, this DBE must be included on MDOT Form 2124A.

The replacement DBE can not work on the contract until it's work eligibility has been confirmed and required subcontracts, supply, trucking commitments, or other services have been approved by the department.

A copy of this form MUST be provided to the MDOT Office of Business Development via fax (517) 335-0945 or Email at [MDOT-DBE@michigan.gov](mailto:MDOT-DBE@michigan.gov)

CONTRACT NO./AUTHORIZATION NO.
PRIME.
PRIME EMAIL ADDRESS
PRIME PHONE
PRIME CONTACT PERSON
ADVERTISED DBE GOAL %
MODIFIED DBE GOAL (if applicable) %
IF THE DBE BEING REPLACED SUBCONTRACTED WITH A LOWER TIER SUB, NAME THE "PARENT" SUBCONTRACTOR:

DBE FIRM BEING REPLACED	DOLLAR VALUE COMIMITED TO THIS DBE	WORK PERFORMED TO DATE
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**REASON THIS DBE IS BEING REPLACED:**

DBE FIRM HAS BEEN GIVEN 5 DAYS NOTICE (Per 49CFR 26.53(5))

DBE CONTACT PERSON NAME

REPLACEMENT DBE FIRM NAME

ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMAIL ADDRESS		

FULLY DESCRIBE THE TYPE OF WORK, SUPPLY\*\*, OR SERVICE THIS REPLACEMENT DBE WILL PERFORM

DBE credit may be claimed only for types of work in which the DBE firm is both certified and, if required, prequalified. DBE work classification eligibility can be confirmed using the Michigan Unified Certification Program (MUCP) Web site at [www.michigan.gov/MUCP](http://www.michigan.gov/MUCP), and the MDOT vendor/consultant services website.

DOLLAR AMOUNT OF SUBCONTRACT OR PURCHASE ORDER	IF THIS FIRM IS ACTING AS A SUPPLIER/REGULAR DEALER, 60% OF PURCHASE ORDER VALUE IS:
--	--

**ACKNOWLEDGED BY**

By signing this replacement form, 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.

DBE AUTHORIZED SIGNATURE	TITLE	DATE
PRIME VENDOR AUTHORIZED SIGNATURE	TITLE	DATE
PROJECT MANAGER AUTHORIZED SIGNATURE	TITLE	DATE
BUSINESS DEVELOPMENT AUTHORIZED SIGNATURE	TITLE	DATE

\*DBE Truckers MUST be approved by the MDOT Office of Business Development prior to working on the contract: Fax trucking form 4101 to (517) 335-0945.  
 \*\*DBE Suppliers MUST list supplies/materials to be provided, including cost to be charged for each supply/material. (Attach a separate sheet if necessary). Regular dealers: The cost of materials MUST include the delivery charge. This total cost of materials plus delivery is then multiplied by 60% and listed in the appropriate space above.

Reset Form





# Substitutions/Removals

- Tell primes that any changes to their DBE commitment requires 5 day notice to DBE being removed
- MDOT Form 0196 if replacement is to be secured
- Substitution or waiver (MDOT Form 0188) if unable to secure substitutions





# Modification/Waiver Form 0188

[Clear Form](#)

Michigan Department  
Of Transportation  
0188 (06/10)

## CONTRACTOR GOOD FAITH EFFORT APPLICATION

Page 1 of 3

This application is for consideration of a waiver or modification of the DBE contract goal. All supporting documentation and evidence of good faith efforts must be clearly labeled and submitted with this application, as specified below. Without such information, the application will be deemed incomplete and returned without review. The Department reserves the right to discuss the contents of the application with the applicant.

### PART A – APPLICANT INFORMATION

APPLICANT NAME				
ADDRESS	STREET	CITY	STATE	ZIP CODE
PHONE NO.	FAX NO.	EMAIL ADDRESS		
CONTACT PERSON		TITLE		

### PART B – PROJECT DESCRIPTION

LETTING DATE	LETTING ITEM NO.			
CONTRACT ID	JOB NO. & FEDERAL ID	<input type="checkbox"/> Attach copy of the MDOT Advertisement or eProposal home page for this item.		
ANTICIPATED START DATE (based on Progress Schedule)		EXPECTED COMPLETION DATE (based on Progress Schedule)		

### PART C – WAIVER OR MODIFICATION REQUEST INFORMATION

DESIGNATED DBE GOAL	REQUESTED DBE GOAL	(Type of Request – Check one only)
_____ %	VS _____ %	<input type="checkbox"/> Pre-award
		<input type="checkbox"/> Post-award
TOTAL DBE PARTICIPATION DOLLARS BASED ON ADVERTISED DBE GOAL (Total prime Bid \$ * DBE % Goal)		

### PART D – PROJECT SUMMARY AMOUNTS

TOTAL PRIME BID	\$
TOTAL DOLLARS COMMITTED TO NON-DBEs (From line 16 below under Non-DBE commitment)	\$
TOTAL DOLLARS COMMITTED TO DBEs (From line 11 below under DBE commitment)	\$
TOTAL DOLLARS NOT COUNTED COMMITTED TO DBE SUPPLIERS	\$



# REPORT CUF RED FLAGS

- Note CUF red flags on Inspectors Daily Reports (IDRs).
  - Name the DBE and describe the issue.
- Notify the project engineer of CUF red flags.
- Notify OBD: Frank Adams (313)965-2355, [adamssf@michigan.gov](mailto:adamssf@michigan.gov)





# CERTIFICATION FINAL ESTIMATE SUBMITTAL FORM 1105

- I certify that to the best of my knowledge the contracting records have been reviewed, the Disadvantaged Business Enterprise (DBE) companies have been monitored on the project site and work committed to DBE companies has been performed by the respective companies with the exception of the following companies listed below which have been forwarded to the Office of Business Development (OBD) for further investigation.





# Contractor Performance Evaluations

If a DBE fails to perform a CUF, or if a prime or other contractor on the project fails to meet its obligations under the DBE regulations, this should be reflected in Item A, #5 of their respective Contractor Performance Evaluation (MDOT Form 1182W) with descriptive comments given at the end of the form.



## Item #5 of the Contractor Performance Evaluation Form #1182

5. To what degree does the Contractor comply timely with all appropriate wage rates, labor, EEO, and D.B.E. laws and regulations, submit accurate certified payrolls and promptly pay all subcontractors?





# Submit Questions to:

- *Frank Adams*
- [adamsf@michigan.gov](mailto:adamsf@michigan.gov)
- *313-965-2383 fax*
- *313-965-2355 phone*

