

To Whom It May Concern:

NEW DBE WRITTEN CONFIRMATION DOCUMENT (FORM 422-031) EFFECTIVE ON CONTRACTS ADVERTISED ON OR AFTER JULY 11, 2016

Date: July 6, 2016

All WSDOT contracts with Condition of Award (COA) Disadvantaged Business Enterprise (DBE) Contract Goals advertised on or after July 11, 2016 will contain a revised DBE Written Confirmation Document (Form 422-031).

In order to allow contractors time to transition to using the new form, both forms (those revised 08/2015 and those revised 07/2016) will be accepted until September 30, 2016. Please be aware that contractors may have a supply of the old forms. To ensure that you are submitting the correct version of the form, check to make sure the form matches the version provided in the Bid Proposal you were issued for an individual contract.

WSDOT will also accept the new form revised 07/2016 on contracts advertised prior to July 11, 2016.

The new DBE Written Confirmation Document (Form 422-031) is attached.

If you have questions about these changes, please contact:

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**Disadvantaged Business Enterprise (DBE)
Written Confirmation Document**

*See Contract Provisions: DBE Document Submittal Requirements
Disadvantaged Business Enterprise Condition of Award Participation*

THIS FORM SHALL ONLY BE SUBMITTED TO A DBE THAT IS LISTED ON THE CONTRACTOR'S DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION CERTIFICATION.

THE CONTRACTOR SHALL COMPLETE PART A PRIOR TO SENDING TO THE DBE.

PART A: To be completed by the bidder

The entries below shall be consistent with what is shown on the Bidder's Disadvantaged Business Enterprise Utilization Certification. Failure to do so will result in Bid rejection.

Contract Title: _____

Bidder's Business Name: _____

DBE's Business Name: _____

Description of DBE's Work: _____

Amount to be Applied Towards DBE Goal: _____

Amount to be Subcontracted to DBE*: _____

* Optional Field

PART B: To be completed by the Disadvantaged Business Enterprise

As an authorized representative of the Disadvantaged Business Enterprise, I confirm that we have been contacted by the Bidder with regard to the referenced project for the purpose of performing the Work described above. If the Bidder is awarded the Contract, we will enter into an agreement with the Bidder to participate in the project consistent with the information provided in the Bidder's Disadvantaged Business Enterprise Utilization Certification.

Name (printed): _____

Signature: _____

Title: _____

Address: _____ Date: _____
