

1 **(November 20, 2023)**

2 **DBE Document Submittal Requirements**

3 **General**

4 The Bidder shall submit supplemental documents that are identified with the Bidder's  
5 company name, Project title, Bid date, and description of all contents. (ie, DBE  
6 Utilization Certification, DBE Written Confirmation, Good Faith Effort, and DBE Bid  
7 Item Breakdown)

8  
9 Submissions must be made by one of the following methods:

- 10  
11 1. Physically in a sealed envelope marked as "BID SUPPLEMENT"; or  
12  
13 2. By facsimile to the following FAX number: 360-705-6966; or  
14  
15 3. By e-mail to the following e-mail address: [DBEDoc@wsdot.wa.gov](mailto:DBEDoc@wsdot.wa.gov); or  
16  
17 4. Mailed to: Washington State Department of Transportation  
18 Room 2D20  
19 310 Maple Park Avenue SE  
20 Olympia WA 98501-2361  
21

22 The only documents that can be accepted after the 11:00:59 am time for delivery of  
23 Proposal are the Written Confirmation Documentation, the DBE Bid Item Breakdown  
24 Form, and a GFE (if applicable). Incomplete or inaccurate documents will be  
25 rejected, except as detailed above for the DBE Bid Item Breakdown Form.

26  
27 The Contracting Agency is not responsible for delayed, partial, failed, illegible or  
28 partially legible FAX or e-mail document transmissions, and such documents may be  
29 rejected as incomplete at the Bidder's risk.

30  
31 **DBE Utilization Certification (WSDOT Form 272-056)**

32 The DBE Utilization Certification shall be received at the same location and no later  
33 than the time required for delivery of the Proposal. The Contracting Agency will not  
34 open or consider any Proposal when the DBE Utilization Certification is received after  
35 the time specified for receipt of Proposals or received in a location other than that  
36 specified for receipt of Proposals. The DBE Utilization Certification may be submitted  
37 in the same envelope as the Bid deposit.  
38

39 **DBE Written Confirmation (WSDOT form 422-031) and GFE**  
40 **Documentation, (if applicable)**

41 The DBE Written Confirmation Documents and/or GFE Documents are not required  
42 to be submitted with the Proposal. The DBE Written Confirmation Document(s)  
43 and/or GFE (if applicable) shall be received either with the Bid Proposal or as a  
44 Supplement to the Bid. Written confirmation and/or GFE shall be received no later  
45 than 48 hours (not including Saturdays, Sundays and Holidays) after the time for  
46 delivery of the Proposal. To be considered responsive, Bidders shall submit Written  
47 Confirmation Documentation from each DBE firm listed on the Bidder's completed  
48 DBE Utilization Certification and/or the GFE as required by Section 1-02.6.  
49

50 **DBE Bid Item Breakdown (WSDOT Form 272-054)**

51 The DBE Bid Item Breakdown shall be received either with the Bid Proposal or as a  
52 Supplement to the Bid. The documents shall be received no later than 48 hours (not

1 including Saturdays, Sundays and Holidays) after the time for delivery of the  
2 Proposal. The successful Bidder shall submit a completed DBE Bid Item Breakdown,  
3 however, minor errors and corrections to DBE Bid Item Breakdown will be returned  
4 for correction for a period up to five calendar days (not including Saturdays, Sundays  
5 and Holidays)  
6

7 The DBE Bid Item Breakdown will not be included as part of the executed Contract.  
8

9 **NOTE: If the Bid is submitted electronically via AASHTOWare Project Bids™**  
10 **software, “BidExpress,” the DBE Utilization Certification may be attached to**  
11 **the electronic bid or submitted as a supplemental document as defined above.**