

1 **(November 20, 2023)**

2 **SVBE 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 (i.e., Small and
6 Veteran-Owned Business Plan, SVBE Subcontractor Written Confirmation
7 Documents, and/or SVBE GFE Documentation).

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

25
26 **Small and Veteran-Owned Business Plan (SVB Plan) (WSDOT Form 226-018)**

27 The SVBE Plan shall be received no later than the time required for delivery of the
28 Bid. The Contracting Agency will not open or consider any Bid when the SVBE Plan
29 is received after the time specified for receipt of Bids or received as specified by this
30 Special Provision. The SVBE Plan may be submitted in the same envelope as the
31 Bid deposit.

32
33 **SVBE Subcontractor Written Confirmation (WSDOT Form 226-017) and/or**
34 **GFE Documentation**

35 The SVBE Subcontractor Written Confirmation Documents and/or GFE Documents
36 are not required to be submitted with the Bid. The SVBE Subcontractor Written
37 Confirmation Document(s) and/or GFE (if any) shall be received either with the Bid
38 or as a Supplement to the Bid. The documents shall be received no later than 48
39 hours (not including Saturdays, Sundays, and Holidays) after the time for delivery of
40 the Bid. To be considered responsive, Bidders shall submit Written Confirmation
41 Documentation from each SVBE firm listed on the Bidder's completed SVB Plan
42 and/or the GFE as required by Section 1-02.6.

43
44 **NOTE: If the Bid is submitted electronically via AASHTOWare Project Bids™**
45 **software "BidExpress®", the SVB Plan may be attached to the electronic Bid**
46 **or submitted as a supplemental document as defined above.**