

# MEMO

**TO:** ALL PLAN HOLDERS  
**FROM:** PATSY STINSON, CONTRACT ADMINISTRATOR  
**SUBJECT:** UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBES)  
**DATE:** NOVEMBER 2024

This project is being funded by SRF Project No. CS010957-01 and will require **DBE documentation from the low, responsive, responsible bidder no later than 10 days after the bid opening**. Prime contractors must solicit DBE subcontractors if they are planning to use subs. DBE solicitations should be documented; with a summary table of DBEs contacted along with the supporting correspondence (email, letter, phone log, etc.) including the response received, if any, from the DBE subcontractor. Example summary table can be found on page 00122. The excel file will be made available upon request.

Resources for Identifying MBE-WBE (DBE) Subcontractors:

[Alabama UCP \(state.al.us\)](http://state.al.us)

[Office of Minority Business Enterprise – ADECA \(alabama.gov\)](http://alabama.gov)

[SBA - Dynamic Small Business Search](#)

Additional resources can be found on page 7 of the SRF Supplemental General Conditions.

## **EPA Forms for DBE Documentation**

VII DBE Compliance Form .....	Page SGC-8
VIII 6-100-2 Subcontractor Participation Form.....	Page SGC-10
IX 6-100-3 Subcontractor Performance Form .....	Page SGC-12
X 6-100-4 Subcontractor Utilization Form .....	Page SGC-14
XIII Certification Regarding Equal Employment Opportunity .....	Page SGC-24
XIV Debarred Firms Certification .....	Page SGC -25

Additional information can be found in the Supplemental General Conditions for SRF Assisted Public Drinking Water and Wastewater Facilities Construction Contracts found in this Project Manual. Please email [patsy.stinson@gmcnetwork.com](mailto:patsy.stinson@gmcnetwork.com) if you have any questions regarding DBE solicitation.