ARRC Bid Number: ______________________________________________________________________________________________________________________________________________________

Specific Work or Materials: __________________________________________________________________________________________________________________________________

DBE Firm Contacted: __________________________________________________________________________________________________________________________________________________________

Name, Address and Telephone Number

A. INITIAL CONTACT. (See important contact information on instruction sheet).

1. Date: ___________ Method: Telephone_____ Mail_____ Facsimile_____ Other______
2. Name and Title of Person Contacted: _____________________________________________________________________________________________________________________________
3. DBE’s Response: __________________________________________________________________________________________________________________________________
4. Date: ___________ Method: Telephone_____ Mail_____ Facsimile_____ Other______
   Submitted an acceptable sub-bid. (If sub-bid accepted skip to Section D)
   Not interested:
       Needs More Information; date Prime provided requested information: __________
       Will provide quote by: __________
       Received unacceptable sub-bid (Complete Section C)

B. FOLLOW-UP CONTACT:

1. Date: ___________ Method: Telephone_____ Mail_____ Facsimile_____ Other______
2. Name and Title of Person Contacted: _____________________________________________________________________________________________________________________________
3. DBE’s Response: __________________________________________________________________________________________________________________________________
4. Date: ___________ Method: Telephone_____ Mail_____ Facsimile_____ Other______
   Submitted an acceptable sub-bid. (If sub-bid accepted skip to Section D)
   Received unacceptable sub-bid (Complete Section C)
   Other result: _________________________________________________________________________________________________

C. EXPLANATION OF FAILURE TO ACHIEVE AN ACCEPTABLE SUB-BID:

1. Were the following required efforts made?
   a. □ Yes  □ No  Identified specific items of work, products, materials, etc. when asking for quote(s).
   b. □ Yes  □ No  Offered assistance in acquiring necessary bonding and insurance.
   c. □ Yes  □ No  Provided all appropriate information concerning the specific work items or materials.

2. Was the DBE’s quote non-competitive (i.e., higher than the accepted quote)? □ Yes  □ No

3. Was the DBE unable to perform in some capacity? □ Yes  □ No  Explain: _________________________________

D. CERTIFICATION: I certify that the information provided above is accurate and that efforts to solicit sub-bids were made in good faith.

______________________________  ________________________________  ________________________________
Signature of Company Representative  Title  Date

______________________________  ________________________________  ________________________________
Name and Title of ARRC Reviewer  Date
INSTRUCTIONS

Bid Number. Enter project name and number as they appear on bid documents.

Work or Materials. Identify the specific work item or material that you requested this firm to furnish.

Firm Contacted. Enter name of firm as it appears in the current DBE directory.

Address. Enter address of firm contacted.

Telephone Number. Enter telephone number of firm contacted.

A. INITIAL CONTACT (Should be made at least ten (10) calendar days prior to bid opening).
1. Date and Method of Initial Contact. Indicate the method and date that actual contact was made or the date correspondence was postmarked. Leaving a “please call me” message does not constitute a contact. Attach a copy of dated letter or facsimile.
2. Name and Title of Person Contacted. Enter name and title of company representative with whom you corresponded or discussed submitting a sub-bid.
3. DBE’s Response. Indicate one or more of the responses listed. If a firm bid was received and accepted, skip to Section D.

B. FOLLOW-UP CONTACT

If no response or an inconclusive response was received from the initial contact, a follow-up contact is required to determine for a certainty that the firm does not intend to submit a sub-bid or to conclude discussions with a sub-bid submittal.

1. Date and Method of Follow-up Contact. Indicate the method and date that actual contact was made or the date correspondence was postmarked. Leaving a “please call me” message does not constitute a contact. Attach a copy of dated letter or facsimile.
2. Name and Title of Person Contacted. Enter name and title of company representative with whom you corresponded or discussed submitted a sub-bid.
3. DBE’s Response: Indicate one or more of the responses listed. If a firm bid was received and accepted, skip to Section D.

C. EXPLANATION OF FAILURE TO ACHIEVE AN ACCEPTABLE SUB-BID

1. A “NO” response to Items 1(a), 1(b) or 1(c) will result in rejection of this contact. Be specific on results of discussions.

2. A “YES” answer to Item 2 is grounds for rejecting a DBE sub-bid.

3. A “YES” answer to Item 3 is grounds for rejecting a DBE sub-bid, only if the inability to perform is in an area of work specifically identified as a sub-item under the applicable bid item.

D. CERTIFICATION

This certification of accuracy and good faith by the Contractor will be verified by contact with the listed firm. Falsification of information on the DBE Contact Report is grounds for debarment action under AS 36.30.640(4).

Form 395-0123