

ALASKA RAILROAD CORPORATION
CONTACT REPORT
FTA and FHWA Funded Contracts

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: _____
____ Indicate Reason(s) _____
____ 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).