

LETTING YOU KNOW

The Illinois Department of Transportation (IDOT) is interested in maintaining close communications with industry. This newsletter highlights subjects that we believe will be of interest to you.

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**DBE Bidding
Procedures**

Reminder to all bidders that compliance with DBE special provisions is a material bidding requirement:

“Compliance with this Special Provision is a **material bidding requirement** and failure of the bidder to comply will render the bid **not responsive**. The bidder **shall** submit a DBE Utilization Plan (**form SBE 2026**), and a DBE Participation Statement (**form SBE 2025**) **for each DBE company** proposed for the performance of work to achieve the contract goal, with the bid.”

“**All information submitted** by the bidder **must be complete, accurate** and adequately document enough DBE participation has been obtained or document the good faith efforts of the bidder, in the event enough DBE participation has not been obtained, before the Department will commit to the performance of the contract by the bidder.”

Please note:

All required DBE Utilization Plan forms **must** be submitted at the time of bidding. This includes the DBE Utilization Plan (SBE 2025) and Participation Statements (SBE 2026) for each DBE firm relied upon to meet the goal.

All DBE forms (2026 and 2025s) **must** be fully completed and submitted with the bid. This includes listing all pay items with descriptions to be performed by DBE firms in order to meet the DBE goal (e.g., supplier, construction pay items, trucking).

The DBE Utilization Plan (SBE 2026) and Participation Statement (SBE 2026) **must** be submitted even if the prime contractor is a DBE.

It is the responsibility of the bidder to verify that the DBE subcontractors relied upon for the bidder’s utilization plan are certified in the necessary work categories to perform the work indicated on the Participation Statement for that DBE. No goal credit will be counted for a DBE subcontractor in a pay item for which that DBE does not have the necessary work category designation.

“If the Utilization Plan indicates the contract goal will **not be met, documentation of good faith efforts shall** also be submitted. The documentation of good faith efforts **must include** copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor is selected over a DBE for work on the contract. “

Please note:

All good faith effort documentation must be submitted with the bid. Additional documentation may not be accepted after the letting. A narrative explanation detailing the steps and efforts undertaken to attempt to meet the DBE goal and/or explaining the documentation provided is strongly encouraged. Such documentation may include, but is not limited to, logs detailing contacts to DBE firms to solicit bids and follow ups, copies of emails or written correspondence sent to DBE firms to solicit bids, correspondence reflecting attempts to negotiate with DBE subcontractors.

“If the Utilization Plan is not approved because it is deficient as a technical matter, unless waived by the Department, the bidder will be notified and will be allowed no more than a five-calendar day period to cure the deficiency.”

Please note:

Technical matters include such things as typographical errors, partial or incomplete contact information, calculation, or arithmetic errors.

All responses to a notification by the Department of a technical deficiency must be responded to in writing or via electronic mail within the time period specified by the Department.

Substantive omissions, such as reliance upon DBE firms that are not authorized in the specified work categories or reliance upon pay items that may not be counted toward DBE goal credit (e.g., mobilization), are not considered technical matters and no correction will be allowed.

For questions, please contact the IDOT Bureau Of Small Business Enterprises at 217-782-5490

STAY INFORMED!

Keep in touch with your representative on the IDOT/Industry Policy Committee and the IDOT/Industry Joint Co-op Committee.



Illinois Department of Transportation