



CONTACT REPORT

Federal-Aid Contracts

Project Name and Number

Specific Work or Materials (by pay item): _____

DBE Firm Contacted:

()

Name _____ Address _____ Phone Number _____

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

Method:

1. Date _____ [] Phone [] eMail [] Fax [] Other

2. Person _____

Contacted _____

Name _____

Title _____

3. DBE's Response: Date: _____ Method: [] Phone [] eMail [] Fax [] 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 Date: _____

[] Received unacceptable sub-bid (complete section C)

B. FOLLOW-UP CONTACT

Method:

1. Date _____ [] Phone [] eMail [] Fax [] Other

2. Person _____

Contacted _____

Name _____

Title _____

3. DBE's Response: Date: _____ Method: [] Phone [] eMail [] Fax [] 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 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 unable to perform in some capacity? [] yes [] no If "Yes", 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 of MDT Representative _____

Title _____

Date _____