

DBE News

Published by the Idaho Transportation Department

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Where in Idaho is this? See page 2

What is a DBE?

A DBE is a small, for-profit business concern that is at least 51% owned and controlled by socially and economically disadvantaged individuals. The US Department of Transportation's (USDOT) DBE Program is designed to foster equal opportunity for minority, female and disadvantaged business owners on federal-aid transportation projects, and for helping them improve their business efficiency and flexibility.

This monthly newsletter is published by the ITD's DBE Supportive Services as an informational and educational resource for DBEs, contractors, consultants and federal-aid agencies on EEO, procurement and business issues. If you'd like to receive this newsletter regularly, please contact us for a **free subscription**.

— **Liz Healas, Editor**



23rd Annual IBOC Next Month

The popular, the famous, the premier Vendor/Buyer Meet n' Greet! Bring your game face, your capability statement, and a big pile of business cards.

Like Halloween and Thanksgiving, the **Idaho Business Opportunity Conference** is one of those things you look forward to each autumn.

This year the IBOC



Do some serious marketing while overlooking Boise State's famous Blue Turf.

is back in Boise, and will be held at the **Stueckle Sky Center at Boise State University on October 20th**.

Hands-down, this is
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Got Retainage?

Word of advice to subcontractors and suppliers working on ITD projects: with construction season winding down, don't wait too long after you're off the project to start wondering about getting paid and having your retainage released.

The U.S. Department of Transportation directs all federal-aid recipients such as the Idaho Transportation Department to have a "prompt payment" contract provision in place, requiring all prime contrac-

tors to pay their subcontractors and suppliers in a timely manner.

This covers the release of retainage, too.

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Inside ... Newly Certified DBEs ... Distracted Driving ... Free Credit Guidance ... Small Biz Tax Calendar ... Right Track with the Idaho Tax Commission ... BUSTED! Tales from the OIG ... Genius Internet Tip of the Month ... Safety Fest ... SCORE's e-Business Now ... ITD Procurement Info

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(Office Hours are 7:30am - 5:00 pm, Mountain Time)

Distracted Driving: Definitely Dangerous For Business

The USDOT urges all businesses to adopt strong policies against distracted driving, and provides resources to help.

Nearly 5,500 people in the U.S. were killed and almost half a million were injured in accidents related to distracted driving in 2009. 18% of those fatal accidents involved the use of a cell phone.

What constitutes distracted driving? Well, hand-held cell phone usage and texting, of course. And we all have our favorite examples, observed during work commutes: working on laptops; wrestling with dogs, changing out DVDs for the kids – eating a full meal while driving hardly constitutes a mention anymore, but it

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Clue for this month's "**Where in Idaho is this?**" This is Idaho's only memorial for this terrible event. On this 10th Anniversary, take some time to visit if you live in the area; the view alone is worth the trip.



Answer to August Issue: **Owyhee Route of the Hiawatha Rail-Trail**, located just off I-90 on the Idaho Montana border.

Newly Certified DBEs

Lightcap Industries, Inc., dba JC Supply & Manufacturing

Connie M. Lightcap, President

1612 S. Cucamonga Avenue, Ontario, CA 91761-4513

Phone: (909) 373-1773

FAX: (909) 373-1785

Email: connie@jcsupply.us

Manufacturer of miscellaneous metal fabrication and concrete paving materials, load transfer dowels and dowel assemblies

Mary A. Lynch, Sole Proprietor

5719 Overridge Drive, Arlington, TX 76017-1139

Phone: (817) 478-3308

Email: malynch316@aol.com

Airport planning; airport activity forecasting; airport operations analysis; air service analysis.

Rafter H Construction LLC

Neal H. Hikida, Managing Member

2205 E. 200 N., St. Anthony, ID 83445-5602

Phone: (208) 458-2001

Email: nealh@rafterhllc.com

Homepage: www.rafterhllc.com

Services for any and all phases of work including design, building, general contracting, construction management and consultation services.

To see our complete **DBE Directory**, visit www.itd.idaho.gov/civil/dbeforams.htm.

This listing is updated to our website on the first workday of every month.

Wondering about the DBE certification application process? View our on-line slideshow at www.itd.idaho.gov/civil/slideshow.ppsx for a quick overview.

(DISTRACTED, Continued from page 2)

does in conjunction with reading the newspaper – the list goes on.

Basically, anything that takes your eyes off the road, your hands off the wheel, and your mind off of driving is “distracted”, and greatly increases the risk of crashing.

Two years ago, President Obama signed an Executive Order directing federal employees not to engage in text messaging or using electronic equipment supplied by the government while driving government-owned vehicles, or while driving privately-owned vehicles when they’re on official government business.

The order also encourages federal contractors and others doing business with the government to adopt and enforce their own policies banning texting while driving on the job.

One year ago, the Federal Motor Carrier Safety Administration (FMCSA) banned commercial truck and bus drivers from texting while driving, and the Pipeline and Hazardous Materials Safety Administration (PHMSA) proposed a ban on the use of electronic devices by drivers operating a motor vehicle containing hazardous materials, in conjunction with the proposed FMCSA ban.

More and more states and communities are passing bans on hand-held cell phone usage and texting while driving. While Idaho has not yet passed a state-wide law, the issue is likely to be revisited in the 2012 legislative session. Individual cities throughout Idaho have already begun to pass such bans.

So what should small business owners do, to proactively protect themselves, their employees, and their businesses?

They should definitely start with education.
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BBB and Capital One Partnership Offers Businesses Free On-Line Credit Guidance

This new guide provides a clear set of guidelines that helps business owners make wise decisions on small-business credit cards and take charge of their business’s financial situation.

Recognizing that not every credit cardholder is the same, the Better Business Bureau (BBB) and Capital One Financial Corp. have partnered to create a unique resource to help small businesses owners learn how to effectively use and manage their credit.



Make educated choices about your credit management! The wrong choices can lead to a whole lot of grief.

One’s Small Business Card Division. “Armed with basic information about credit, including understanding of card agreements and knowing what’s expected of business cardholders, small business owners can make better choices about how they’re using their cards.”

Managing Credit – Made Simpler is a free on-line guide with tips and useful advice to help meet the credit and money management needs of small businesses.

“Faced with the realities of the economic downturn, millions of small businesses have been forced to take a second look at their finances, including examining their spending habits and how they use credit,” said Stephen A. Cox, BBB Council President and CEO. “Regularly examining your business’s finances, including how and why you use credit, is important.”

Most small business owners understand the need to manage credit effectively; however, there is no “one size fits all” model of how to do it. Managing Credit – Made Simpler provides a clear set of guidelines that will help them make informed decisions.

“Used wisely, credit can be an invaluable tool. Small-business credit cards can provide much-needed cash flow, and many business cards offer special record-keeping resources and valuable rewards programs that really make a difference,” said Rajsaday Dutt, Sr., Director, Capital

The new guide, available at www.bbb.org/credit-management, includes practical advice and checklists to help small business owners choose the right type of card to meet their business needs. The guide outlines some of the most common features, benefits, and issues to consider before choosing a card, including:

Expense tracking. Most business cards provide expense reports that are divided into categories and make it easy to track your spending and report expenses for your taxes. You may be able to import the information into your accounting and tax software.

Higher limits. A business credit card may offer higher spending limits than a personal card, which can help with monthly cash flow. It is also important to separate your business from your personal expenses to simplify reporting.

Cards for employees. Many business cards allow multiple employee cards on your account with pre-set spending limits, which helps build business credibility and simplifies expense tracking and

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Pre-Order Your 2012 Small Biz Tax Calendar

The 2011 calendars were wiped out in no time, so better pre-order soon if you want the 2012 paper version. Better yet, download the online version!

The **2012 IRS Tax Calendar for Small Businesses and the Self-Employed** (the IRS's most popular small business product) is now available for pre-order.



If you order now, the English version of the 2012 Tax Calendar will be shipped early November, and the Spanish version will be shipped early December.

You can pre-order up to 100 copies at www.irs.gov/businesses/small/article/0,,id=101169,00.html.

Even though the webpage indicates that you cannot order more than five, you can order up to 100 of each version. (Please do not submit duplicate orders.)

These are the regular wall calendars with the dates for filing and paying different types of taxes noted on the calendar along with tax hints and tax information for small business.

It's designed primarily for employers, however it has important due dates for all

Tax calendars help commemorate the happy events in your business year, like ... paying money to the government.

types of businesses and for individuals, including specific due dates for:

- Filing tax forms
- Paying taxes
- Taking other actions required by federal tax law

What are the advantages of using the tax calendar?

- You do not need to figure the dates yourself
- By filing on time, you avoid penalties
- You do not have to adjust the due dates for Saturdays, Sundays, and legal holidays

If you miss this opportunity to pre-order your calendar supply, you can download a PDF version of the calendar to print or download the calendar information to your Outlook Calendar or ICAL (for the MAC) from the IRS website at <http://www.irs.gov/businesses/small/article/0,,id=176080,00.html>.

Getting Started on the Right Track

The Idaho State Tax Commission has a new online resource to help new business start-ups. **Starting Your Business on the Right Track** is a five-part, self-paced course covering tax permit requirements for Idaho businesses.

Each part takes about 10-30 minutes to review, with the total course easily completed in an hour and a half.

To take the online "Right Track" course, go to the Tax Commission's website, www.tax.idaho.gov, and visit the "E-learn" page under "Online Services."

The Boise Tax Commission office also offers an on-site "Right Track" class the second Tuesday of each month. For more information, and to register for the class, call (208) 334-7660.

Some Stats on Distracted Driving

- Drivers who use hand-held devices are four times as likely to get into crashes serious enough to injure themselves. (Source: Insurance Institute for Highway Safety)
- Using a cell phone use while driving, whether it's hand-held or hands-free, delays a driver's reactions as much as having a blood alcohol concentration at the legal limit of .08%. (Source: University of Utah)
- Nationwide, drivers observed visibly manipulating hand-held electronic devices dropped significantly from 1.0% to 0.6%. (Source: NHTSA)

(DISTRACTED, Continued from page 3)
ing their employees about the dangers of distracted driving, and implementing a strong distracted driving policy.

Such policies helps companies save lives, reduce time lost from work due to accidents and injuries, reduce insurance premiums, liability and money — serious money! On-the-job crashes average \$24,500 per crash, \$150,000 per injury, and \$3.6 million per fatality.

And consider this: under the legal doctrine of "vicarious liability", an employer is liable for actions of an employee if the employee was acting under the purview of his/her employment at the time of an accident. If an employee causes injury to someone due to negligent conduct (i.e. distracted driving), the victim can sue the employer directly for damages.

Here's a great resource: the U.S. Department of Transportation (USDOT) teamed

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(DISTRACTED, Continued from page 4)
up with the Network of Employers for Traffic Safety (NETS) to create a free tool kit that provides employers with suggested distracted driving policies to help keep their employees safe.

It contains materials such as a sample company policy, a sample memo to employees on that policy, and a sample company press release. You can find it at <http://trafficsafety.org/dswm-materials>.



Have you seen this woman? I'm pretty sure I have on State Hwy 44 during morning commutes. She's usually applying make-up, too.

(RETAINAGE, Continued from page 1)
Although this provision was enacted under DBE regulations (49 CFR 26), the requirement is "race-neutral", which means it applies to *all* subcontractors and suppliers.

This is the Idaho Transportation Department's Prompt Payment Provision from the its "Standard Specifications for Highway Construction":

109.05 Partial Payments. The Contractor shall pay each Subcontractor or supplier for satisfactory performance of its contract no later than 20 calendar days from receipt of each payment the Contractor receives from the Department. The Contractor shall return retainage to each Subcontractor or supplier within 20

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Busted! Tales from the OIG

Iowa Ready-Mix Company Pled Guilty to Violations of the Sherman Antitrust Act

On June 20, 2011, Tri-State Ready Mix, Inc. (TRM) pled guilty in U.S. District Court, Sioux Falls, Iowa, to Sherman Antitrust Act charges for their role in the scheme to manipulate the ready-mix concrete market.

TRM admitted that as early as January 2006 and continuing through August 2009, Chad Van Zee, owner and president, conspired with others to fix ready-mix concrete prices and/or submit non-competitive and rigged bids for ready-mix sold in Iowa.



The Office of the Inspector General knows that Bidding highway work can be a jungle — but it shouldn't be a bid-rigged jungle.

On June 21, Van Zee, co-conspirator, was sentenced to 45 days incarceration followed by 36 months of supervised release and 80 hours of community service. He was also ordered to pay a \$50,000 fine and \$100 special assessment.

During the period of the conspiracy, TRM's ready-mix sales exceeding \$2 million.

This investigation was conducted jointly with the FBI, and the U.S. Attorney's and U.S. Department of Justice's Antitrust Divisions.

(CREDIT GUIDANCE, Continued from page 3)
travel reimbursement.

Helps build your business credit. A good history managing a business credit card can help you build your business credit record and improve your profile when applying for a business loan and line of credit.

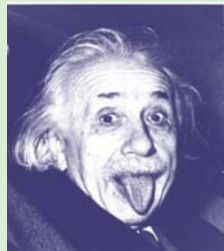
Added protection. A business credit card may also provide travel insurance

and auto rental insurance for you and your employees.

Special perks. The business card may offer airport lounge memberships, concierge services, and other special benefits.

Extra benefits. Most business cards offer rewards programs or cash rebates.

Other topics include strategies to pay off balances faster and fraud prevention guidelines.



Genius Internet Tip of the Month

The experts tell us to never use an ordinary word as a password. Hackers can crack them with "dictionary attacks", which run your account against a dictionary until they find a match. The best passwords have a combination of letters, both lower and upper case, numbers and symbols.

Which leads us to this problem: how in the world do we remember these? Try thinking of your password in "textese." For example, "I ate one too and it was great!" becomes "I812<WuzGr8!" (Ask your kids or grandkids for help if you get stuck.)

Safety Fest Resumes!

This 4-day event in Lewiston would be a fabulous deal even if it weren't free. Sign up fast before it fills up.

The 2nd annual **Safety Fest of the Great Northwest-Lewiston** will be held at the Williams Conference Center located at Lewis-Clark State College in Lewiston.



This is a **FREE** 4-day training conference available to the construction and general industry communities. This event is designed for the education of the Northwestern Region's front line workers, supervisors and managers of all levels. Its goal is to reduce hazards presently causing fatalities, injuries and illnesses on the job.

Contractors, small and large are invited to attend, from construction and general industry, basically anyone who desires to improve the safety performance of their business!

Local businesses and agencies are invited to participate as sponsors, vendors or volunteers. Also, please encourage your employees to participate in this free training event.

Class offerings will include: OSHA 10-Hour Construction & OSHA 10-Hour General Industry Training; Accident In-

vestigation; Combustible Dust; Defensive Driving; Employee Management Seminar-Suicide Prevention; Excavation and Trenching; HAZMAT; Ergonomics; Fall Protection and Scaffolding; First Aid/CPR, and many more.

Registration is NOW open. Register early before the classes fill up. Registration closes 10/7/11.

For more information visit www.safetyfest-lewiston.org or contact Denise Shields at the Idaho Technology Transfer Center dshields@LHTAC.org.

Also, watch for information on upcoming Safety Fest Events in 2012:

Boise – January 24-27, 2012 – www.safetyfest-boise.org

Post Falls – February – www.safetyfest-northernidaho.org

Twin Falls – March – www.safetyfest-southernidaho.org

Pocatello – April – <http://safetyfest-easternidaho.org>

Small = Mighty When You Use Technology

SCORE presents another great on-line resource for small businesses.

The Service Corps of Retired Executives (SCORE) recently launched a new website, **e-Business Now**, at <http://ebusinessnow.org>.

The site allows business owners to take technology-related on-line workshops in topics such as building the perfect web-

site, creating a technology plan for your business, and using technology to market your business and improve your cash flow. There are also links to "how-to" guides, financial templates, and all kinds of helpful resources.

Take some time to try them out!

(RETAINAGE, Continued from page 5)

calendar days after the subcontractor's or supplier's work is satisfactorily completed.

The Contractor shall certify with each estimate payment that payment to Subcontractors or suppliers has been made within the prescribed time frames. The certification will be made on forms provided by the Department, and returned within 30 calendar days of receiving the estimate payment.

These requirements shall also apply to first or lower tier subcontractors or suppliers.

If you are a subcontractor or supplier, and you are in doubt as to whether or not ITD has paid the prime contractor for work items you have performed, call the ITD Residency Office in charge of the project. (Residency Office contact information will be listed in the project plans.)

And if you find out that the prime *has* been paid for work you have performed more than 20 calendar days ago and you have not, notify the project's Resident Engineer.

This also applies to retainage if you are a subcontractor who has satisfactorily completed all the work items of your contract and exited the project more than 20 calendar days ago.

Keep in mind, a prime contractor is not required to return retainage to a subcontractor until all work items have been satisfactorily completed by the subcontractor on the project.

If you have additional questions or concerns that have not been resolved through the ITD Residency Office, you may contact Design, Materials & Construction at ITD's Headquarters, (208) 334-8402. ●

Not all of ITD's projects open for bid are directly highway-related. Check out www.itd.idaho.gov/business/business.htm (**Bid & Contract Information—ITD Goods & Services**) for bid openings on maintenance buildings, rest areas, sand sheds, mowing, and other services posted by ITD's Purchasing Section.

Don't See DBE Goals On ITD Projects?

That's because we currently have a race/gender-neutral program with no individual DBE project goals.

A 2005 Ninth Circuit Court of Appeals decision (*Western States Paving Co. v. State of Washington Dept. of Transportation*) has prompted all states affected by this ruling — that included Idaho — to pursue their DBE participation through race/gender-neutral means until they had the results of a formal disparity study.

ITD's first DBE Disparity Study was completed in late 2007 by BBC Research and Consulting, Inc. Per the recommendations of that disparity study, ITD continued to pursue a race/gender-neutral program.

ITD's current proposed FFY12 APG of 6%, which incorporates the findings of the 2007 DBE Disparity Study, is posted at www.itd.idaho.gov/civil/dbegoal.htm.

However, a new DBE Disparity Study update has just been launched by DBE-certified firm **D. Wilson Consulting, LLC**. Stay tuned to this newsletter for further updates.

Another DBE Benefit

Non-ITD Project Listings researched and compiled by DBE Supportive Services are available to our DBEs through **weekly e-mails** by request.

ITD Highway Construction Projects

For the quickest, most complete notification of these projects as they are put out for bid, visit ITD's **Contractor Information Page** (www.itd.idaho.gov/design/contractors/contrinfo.htm)

This excellent resource features *Notice to Contractors* (**available online only**), which alerts you to all upcoming federal-aid and state highway construction

projects let through ITD, and list specific details and quantities, the names of resident engineers, and a brief description of the work to be performed.

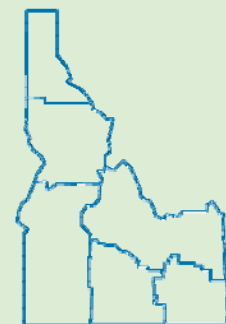
Also included is: *Quarterly Bidding Forecast*, *Planholder Lists* (updated daily), *Bid Result and Bid Abstract Information*, and *Contract Award Information*.

Are you a prime contractor looking for DBEs? Post your "Invitations to Bid" page at www.itd.idaho.gov/civil/invitations.htm. You can also get modified lists of DBEs according to work area for solicitation, just be contacting DBE Supportive Services.



Free Non-Bidder's Plans & Specs For DBEs

Idaho-Certified DBEs: remember to call DBE Supportive Services at (208) 334-4442 for *free* non-bidder's ITD Plans & Specifications if interested in bidding as a subcontractor. Limit of ONE set of plans per project per DBE firm. A DBE Non-Bidders Plan Holders list can be found at www.itd.idaho.gov/civil/planholders.htm.



Project-Related Questions?

District 1	Coeur d'Alene	(208) 772-1200
District 2	Lewiston	(208) 799-5090
District 3	Boise	(208) 334-8300
District 4	Shoshone	(208) 886-7800
District 5	Pocatello	(208) 239-3300
District 6	Rigby	(208) 745-7781

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the best venue for Idaho businesses to meet one-on-one with approximately 50 contracting officers and buyers from the big government agencies and corporations.

The conference is hosted by the Idaho Department of Commerce & Labor's Idaho Procurement Technical Assistance Center (PTAC).

This year's conference will feature booths staffed by purchasing staff from numerous agencies and corporations, including ITD's Purchasing Section. They will be

DBE-Friendly, Liz-Approved

All training events and conferences featured on our Training Events Calendar are eligible for reimbursement through the **\$500 DBE Training Grant**. Just contact DBE Supportive Services for a Training Grant Application. *(Available to DBEs certified in the State of Idaho only.)*

on hand throughout the day to meet face-to-face with small businesses.

Small business assistance centers will also be in attendance — including, it goes without saying, your DBE News editor, Liz Healas.

Concurrent workshops on various topics aimed at business success will also be held during the conference.

The registration fee (which includes lunch) is \$65. To register, call (208) 334-2470 or visit www.idahoworks.com/ptac.

ITD & TITLE VI

The Idaho Transportation Department (ITD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. ITD assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ITD service, program, or activity.

The department also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the department will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.



The Idaho PTAC

The Idaho Procurement Technical Assistance Center (PTAC) is a service available to all Idaho businesses and is a great tool to expand your sales and marketing reach. Best of all, your membership is free.

Working with the **Idaho PTAC** is timely, efficient and productive. Using specially designed bid tracking software to access a variety of procurement systems, the Idaho PTAC alerts you to potential new customers and provides information on new opportunities that match your company's product and service profile. The Idaho PTAC is a service available to all Idaho businesses and is a great tool to expand your sales and marketing reach. Best of all, your membership is free.

To join, visit the web address listed above www.idahoworks.com/ptac.

Idaho Transportation Department
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PO Box 7129
Boise, ID 83707-1129

First Class Mail
US Postage Paid
Boise, Idaho
Permit No. 143

We're on the Web! Visit us at www.itd.idaho.gov/civil/dbefirms.htm for a 12-month archive.