

The ITD-2396 DBE Commitments Form (rev. 1/2025), ITD-2399 Subcontractor Commitment Statement (rev. 1/2025), ITD-2400 DBE Supplier/Distributor/Broker Commitment Statement, and the Example DBE Submittal Package Instructions and Guidance (rev. 1/2025) have been revised.

Please review carefully prior to submitting

Instructions for DBE Commitment Requirements

Notice to Bidders

ITD-2396 DBE Commitments Form* and ITD-2399 Subcontractor Commitment Statement**, ITD-2400 Supplier/Distributor/Broker Commitment Statement*** (if applicable), and/or supporting documentation for Good Faith Effort are required from *all* bidders on *all* Federal-Aid Projects assigned a DBE goal.

FAILURE TO COMPLY WILL DEEM YOUR BID IRREGULAR.

Depending on which option chosen below, the bidder must follow the specific instructions indicated:

OPTION #1

**I MEET OR EXCEED
this project's assigned DBE Goal.**

For Option 1 the following instructions apply.



Each DBE Submittal package must include:

1. Completed first section (pp. 1 & 2) of the ITD-2396 DBE Commitments Form*
2. Completed ITD-2399 DBE Commitment Statement**
3. Completed ITD-2400 DBE Supplier/Distributor/Broker Commitment Statement***

[ITD 2396 DBE Commitments Form](#)

[ITD 2399 DBE Subcontractor Commitment Statement](#)

[ITD 2400 DBE Supplier/Distributor/Broker Commitment Statement](#)

**** [Example DBE Submittal Package Instructions and Guidance](#)

OR

OPTION #2

**I have NOT MET
this project's assigned DBE Goal.**

For Option 2 the following instructions apply.



Each DBE Submittal package must include:

1. Completed first section (pp. 1 & 2) of the ITD-2396 DBE Commitments Form*
2. Completed ITD-2399 DBE Subcontractor Commitment Statement**
3. Completed "Good Faith Efforts" (pp. 3-4) of the ITD-2396 DBE Commitments Form describing the contractor's attempts to contract with DBE firms and all supporting documents
4. Completed ITD-2400 DBE Supplier/Distributor/Broker Commitment Statement***

Submitting Your DBE Submittal Package

The DBE Submittal package referenced above must be submitted to ITD via email to DBESubmittal@itd.idaho.gov or delivered to ITD Headquarters at 11331 W. Chinden Blvd, Bldg #8, Boise, ID 83714 **by 5:00 pm MT on bid opening day**. If emailed, Email Subject Line must contain Key Number and the Prime Contractor Name.

Example: Subject: KN12345_Prime ContractorXYZ

* ITD-2396 DBE Commitments Form is also available at <http://apps.itd.idaho.gov/apps/formfinder2dmz>.

** ITD-2399 DBE Subcontractor Commitments Statement is also available at <http://apps.itd.idaho.gov/apps/formfinder2dmz>.

*** ITD-2400 DBE Supplier/Distributor/Broker Commitments Statement is also available at <http://apps.itd.idaho.gov/apps/formfinder2dmz>.

**** Example DBE Submittal Package Instructions and Guidance is available at <https://itd.idaho.gov/civilrights/?target=dbe-program>

Example Disadvantaged Business Enterprise (DBE) Submittal Package Instructions and Guidance

All prime contractors (DBE or non-DBE) must submit the ITD 2396-DBE Commitment Form, the ITD 2399-DBE Subcontractor Commitment Statement(s) and/or ITD 2400-DBE Supplier/Distributor/Broker Commitment Statement (if applicable), with all of the required information. The Idaho Transportation Department has created these instructions in combination with several examples, in order to assist the bidding contractors and the DBE firms (prime or not) with completing the paperwork correctly in order to avoid having their bid deemed irregular by the Department. Please make sure to download the most recent version for your DBE Submittal Package.

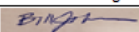

Attached please find the example pages of the DBE Submittal Package:

- ITD-2396-Example DBE Commitments Form (1 example)
- ITD-2399-Example DBE Commitment Statement Templates (3 examples)
- ITD-2400-Example DBE Supplier/Distributor/Broker Commitment Statement (1 example)

The Department has created a fictitious project with fictitious Contractors in order to provide some example documents that reflect a real situation in the case where the bidder is able to meet or exceed the project DBE goal. For guidance on a Good Faith Effort submittal, please reach out to The Office of Civil Rights, Ronnie Winks @ Ronnie.winks.itd.idaho.gov. The following examples and these instructions are meant to provide the Prime Contractor (DBE or Non-DBE) and the DBE firms some guidance on completing the ITD 2396-DBE Commitment Form, the ITD 2399-DBE Commitment Statement(s) & the ITD-2400 DBE Supplier/Distributor/Broker Commitment Statement to have a complete and “regular” DBE Submittal Package.

Page 1 ITD-2396, DBE Commitments

This form is intended to be completed and signed by the Prime Contractor. The following information in the top section of page 1 of ITD2396-DBE Commitment Form must be completed.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)		ITD 2396 (Rev. 1/2025) itd.idaho.gov
COMMITMENTS		
This form must be submitted by all primes (Non-DBE and DBE Primes). This form is part of the DBE Submittal Package and must be accompanied by ITD-2399 and/or ITD-2400, along with any documentation relating to good faith efforts. Award of the contract is contingent on good faith efforts to provide opportunity for DBE participation in this project. Failure to complete items will result in an irregular bid. All documentation must either be emailed to DBESubmittal@itd.idaho.gov or delivered to ITD Headquarters at 11331 W. Chinden Blvd, Bldg #8, Boise, ID 83714 by 5:00 pm MT on bid opening day.		
Last submittal received, regardless of mechanism supercedes any previous submittal		
Bid Date: <u>1/1/2025</u>		Bid Amount: <u>\$10,000,000.00</u>
Key Number	Project Number	Project Name
12345	A012(345)	I-84, DBE Road
Prime Contractor		Prime Contractor EEO Officer
XYZ Paving Company		Bill Johnson
Prime Contractor EEO Office Email		EEO Officer Phone #
bill.johnson@123.net.com		208-555-1212
Prime Contractor's Signature (must be handwritten or digitally certified)		Date
 or Bill Johnson 		1/1/2025
		Prime Contractor Phone Number
		208-555-3333
Assigned goal for DBE subcontractors and suppliers for this project: <u>8.00</u> %		

Bid Date: Bid opening date

Bid Amount: The bid amount must be filled in in order to calculate the commitment percentage.

Project Information: The key number, project number, prime contractor, prime contractor EEO officer, EEO officer phone, email, and the prime contractor’s Signature (must be handwritten or digitally certified).

Project Assigned DBE Goal: The Contractor should fill in the required DBE percentage, as indicated in the contract documents.

The Contractor can organize their ITD 2399-DBE Subcontractor Commitment Statements and/or ITD-2400 DBE Supplier/Distributor/Broker Commitment Statement and/or Good Faith effort documents before providing the totals on Page 1, Section 1.

Page 2: Explanation of DBE Commitments

The Contractor will need to assemble the DBE paperwork in order to complete Page 2. Be sure to read the instructions in the top cell of the columns of the table on Page 3, for whichever section being completed.

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Page 2 - Explanation of DBE Commitments			
must match the ITD 2399-DBE Commitment Statements and/or ITD 2400-DBE Supplier/Distributor/Broker Commitment Statement			
Note: Use 'Alt'+Enter' to start a new line within a row if completing electronically.			
Name of DBE Firm Being Committed to the Prime for this Project (include person who submitted the quote and contact information, to include phone number and address)	Items Quoted for DBE Credit (List by Contract Item Numbers [not Line Item Number] and Brief Work or Material Description)	For Materials Only: Supplied (S) Leased (L) Manufactured (M) Distributor (D)	Total Amount Quoted by DBE for DBE Credit
1) ABC Concrete, 123 Concrete Lane, Boise ID Joe Green 208-5551232	502-140A, Conc. CL-140A, Sch No. 1 502-140B, Conc. CL-140A, Sch No. 2 Z629-05A, Mobilization		\$440,00.00
2) Strong Rebar LLC 456 Weak Circle, Nampa ID Kim Lake 208-555-3564	503-010A Metal Reinforcement, Sch 1 503-015A Metal Reinforcement, Sch 2 409-015A Dowel Assemblies for Concrete CL 40A	S	#####
3) Be-Safe Traffic Control 789 Strong Circle, Nampa ID Sue Cartright 208-555-0486	See Attached ITD 2399-DBE Commitment Statement		#####
4) Mulcher Company Inc. 1011 Aloia Circle, Kanto ID Samuel Oak 208-555-0486	See Attached ITD 2400-DBE Supplier/Distributor/Broker Commitment Statement	D	#####

Note, when completing Page 2 electronically, you will often want to have multiple rows within the cell or numbered row of the spreadsheet. This can be accomplished by pressing the 'Alt' key simultaneously with the 'Enter' key to start a new line within the cell.

Column 1: Name of DBE Subcontractor, Supplier, Broker or Distributor Being Committed to the Prime for this Project

Contractor must include all of the information requested at the top of column 1. At a minimum, Page 2, Column 1 must include:

- Name of the DBE Firm
- Contact Person and Contact Phone Number
- Including the address is optional unless this information is not provided elsewhere in the documentation

Page 2: Column 2, Items Quoted

The information requested at the top of this column would all be provided here, however, the same information might be included elsewhere in the documents submitted. At a minimum, Page 2, Column 2 should include:

- Item number (only line number is not sufficient)
and/or,
- Brief Work or Material Description
- Alternatively, this column can reference the ITD 2399-DBE Subcontractor Commitment Statement by noting See attached ITD 2399-DBE Subcontractor Commitment Statement. If this method is chosen, be careful that the total amount quoted on the ITD 2399-DBE Subcontractor Commitment Statement matches the dollar amount in column 4, Page 2.
- Note that the DBE firm must be certified for the work that they are being committed to or the proposal may be deemed irregular; especially if the DBE commitment percentage falls below the required goal after subtracting out the items in which they are not certified. i.e., the DBE firm must be certified under the appropriate North American Industry Classification System (NAICS) code for the prime to receive credit.

Page 2: Column 3, For Materials Only:

The Contractor only needs to complete this column if the DBE is supplying materials, leasing materials, manufacturing materials or distributor. Otherwise, this column can be left blank, or you may use "N/A" for Not Applicable.

Page 2: Column 4, Total Amount Quoted By DBE

For this column, the Prime must fill in the amount quoted by the DBE. This column is sometimes a little confusing because not all work receives 100% credit. A calculation has been added to page 1 for the Supplier to minimize the confusion with the partial credit. In the case of a Supplier, the "Total Amount Quoted" on page 3 will be 60% of the ITD-2399s submitted. In the case of a Distributor, the "Total Amount Quoted" on page 3 will be 40% of the ITD-2400s submitted.

In the event that the Contractor wants to modify the ITD 2399-DBE Subcontractor Commitment Statement and/or the ITD-2400 DBE Supplier/Distributor/Broker Commitment Statement, the contractor must confirm with the DBE firm the proposed revised commitment. The DBE firm must acknowledge this with the signature/initials and date as described on Page 2 of the ITD 2396. For this reason, if the DBE firm is not completing the ITD 2399-DBE Subcontractor Commitment Statement and/or the ITD-2400 DBE Supplier/Distributor/Broker Commitment Statement and the prime is completing the statements, the DBE firm

is advised not to sign the statements until all of the required information at the top of the form is completed. We will now discuss the contents of the ITD 2399-DBE Subcontractor Commitment Statement.

Any changes to the original ITD 2399-DBE Subcontractor Commitment Statement and/or the ITD-2400 DBE Supplier/Distributor/Broker Commitment Statement must be signed/initialed and dated by the DBE subcontractor.

ITD 2399-DBE Subcontractor Commitment Statement

For ITD 2399-DBE Subcontractor Commitment Statement to be acceptable, the top portion of the form must be completed, the DBE items being used for DBE goal credit must be listed along with their quoted amounts, and the form must have an acceptable DBE signature (see examples). All items must be listed with the Item No. they are related to so that the reviewer can determine the appropriate North American Industry Classification System (NAICS) code.

Submitting for DBE credit in an area where the DBE is not certified can result in the prime not meeting the DBE program goal; especially if the DBE commitment total percentage does not meet the required DBE percentage after subtracting out the work in question. The DBE must know what they are being committed to, therefore, it is advised that the DBE Firm not sign the form until everything is complete.

ITD-2400 DBE Supplier/Distributor/Broker Commitment Statement

For ITD 2400-DBE Supplier/Distributor/Broker Commitment Statement to be acceptable, the top portion of the form must be completed, the DBE items being used for DBE goal credit must be listed along with their quoted amounts, and the form must have an acceptable DBE signature, as described on Page 2. All questions must be answered to know what category the firm falls in so they know what amount they will be able to count for participation. All items must be listed with the Item No. they are related to so that the reviewer can determine the appropriate North American Industry Classification System (NAICS) code.

Submitting for DBE credit in an area where the DBE is not certified can result in the prime not meeting the DBE program goal; especially if the DBE commitment total percentage does not meet the required DBE percentage after subtracting out the work in question. The DBE must know what they are being committed to, therefore, it is advised that the DBE Firm not sign the form until everything is complete.

GENERAL NOTES:

DBE Commitments: Please keep in mind any DBE commitment statements of confirmation **MUST** be made to the Prime Contractor (bidding on the project) regardless of subcontracting relationships.

Page 1, Section 1, Summary of DBE Goal Commitment

Assuming that the Contractor can meet the minimum required DBE Commitment, the Contractor must return to Page 1 and complete Section 1 of the ITD 2396-DBE Commitment Form.

Section 1 - Summary of DBE Goal Commitment (Items below must match commitment amount in Section 3.)							Commitment	
1. One hundred percent (100%) of total amount to be performed by DBE firms, other than those listed in Item 2 through 5.						1) \$		
2. One hundred percent (100%) of total amount to be paid DBE Equipment leasers						2) \$		
3. One hundred percent (100%) of total amount to be paid to DBE Manufacturers (e.g., asphalt emulsions, cutback asphalts, fabricated signs, or delivery companies)					Amount Quoted by Supplier	3) \$		
4. Sixty percent (60%) of total amount to be paid to DBE regular dealers/ suppliers			4)			x60% = \$	-	
5. Net fee of DBE brokers or bonding agents					Amount Quoted by Distributor	5) \$		
6. Forty percent (40%) of total amount to be paid to DBE distributors			6)			x40% = \$	-	
Total lines 1 through 6								
							#DIV/0!	%
							\$	-
(Enter the overall total and DBE% above. The approved percentage of commitment is contractual.)								
<input type="checkbox"/> Approved	%	<input type="checkbox"/> Not Approved	By:					
					Idaho Transportation Department		Date	

Line 1, One hundred percent (100%) of total amount to be performed by DBE firms, other than those listed in Item 2 through 5.

Whether the DBE firm is a Prime Contractor or Subcontractor, the amount shown should be 100% of the sum of all work by these firms that do not fall into the categories listed in items 2 through 5. This number should match the sum of all the amounts indicated in Column 4, Page 3, minus the amounts where “For Materials Only” is marked in Column 3, Page 3. If there is nothing to enter on this line, enter \$0, or leave it blank.

Line 2, One hundred percent (100%) of total amount to be paid DBE equipment leasers

DBE Equipment Leasers are marked with an “L” on Page 3, Column 3. The total of the rows indicated with an “L” should be added to this line. If there is nothing to enter on this line, enter \$0, or leave it blank.

Line 3, One hundred percent (100%) of total amount to be paid to DBE Manufacturers

DBE Manufacturers are marked with an “M” on Page 3, Column 3. Common manufacturers include those who make asphalt emulsions, cutback asphalts, or fabricated signs. If there is nothing to enter on this line, enter \$0, or leave it blank.

Line 4, Sixty percent (60%) of total amount to be paid to DBE regular dealers/ suppliers.

DBE Regular dealers or suppliers are marked with an “S” on Page 3, Column 3. Common DBE suppliers provide, but do not install, rebar, metal reinforcement, guardrail, terminal sections, etc. These suppliers have the items in their inventory of at least 51% or more. If there is nothing to enter on this line, enter \$0, or leave it blank.

Line 5, Net fee of DBE brokers or bonding agents

DBE firms can include DBE brokers and bonding agents. The Prime Contractor can receive credit for the net fee provided to these DBE bonding firms. This is not the same as the bonding fees related to the DBE

subcontractor provided by a non-DBE broker or bonding agent. While the Contractor may receive credit for bonding required for the DBE firm, the DBE firm must acknowledge it. These bonding costs must be associated with a bid item number on the ITD 2400-DBE Commitment Statement and on Page 2. If there is nothing to enter on this line, enter \$0, or leave it blank.

Line 6, Forty percent (40%) of total amount to be paid to DBE distributors

DBE Distributors are marked with an "D" on Page 2, Column 3. Common DBE distributors provide, but do not install, rebar, metal reinforcement, guardrail, terminal sections, etc. but they do not have the item in their inventory of 51% or more or they drop ship the items and take responsibility of the items in shipping. If there is nothing to enter on this line, enter \$0, or leave it blank.

Total Lines 1 through 6

The total sum of lines 1 through 6 MUST be entered on this line in dollars and in percent (to the 0.01%) of the overall bid amount.


**DISADVANTAGED BUSINESS ENTERPRISE (DBE)
COMMITMENTS**

ITD 2396 (Rev. 1/2025)
itd.idaho.gov

This form must be submitted by all primes (Non-DBE and DBE Primes). This form is part of the DBE Submittal Package and must be accompanied by ITD-2399 and/or ITD-2400, along with any documentation relating to good faith efforts. Award of the contract is contingent on good faith efforts to provide opportunity for DBE participation in this project. Failure to complete items will result in an irregular bid. All documentation must either be emailed to DBESubmittal@itd.idaho.gov or delivered to ITD Headquarters at 11331 W. Chinden Blvd, Bldg #8, Boise, ID 83714 by 5:00 pm MT on bid opening day.

Last submittal recieved, regardless of mechanism supercedes any previous submittal

Bid Date: 1/1/2025 Bid Amount: \$10,000,000.00

Key Number	Project Number	Project Name		
12345	A012(345)	I-84, DBE Road		
Prime Contractor		Prime Contractor EEO Officer	EEO Officer Phone #	Prime Contractor EEO Office Email
XYZ Paving Company		Bill Johnson	208-555-1212	bill.johnson@123.net.com
Prime Contractor's Signature (must be handwritten or digitally certified)		Date	Prime Contractor Phone Number	
 OR Bill Johnson <small>(Digitally signed by Bill Johnson, DN: cn=Bill Johnson, o=XYZ Paving Company)</small>		1/1/2025	208-555-3333	

Assigned goal for DBE subcontractors and suppliers for this project: 8.00 %

Section 1 - Summary of DBE Goal Commitment (Items below must match commitment amount in Section 2.)

		Commitment
1. One hundred percent (100%) of total amount to be performed by DBE firms, other than those listed in Item 2 through 5.	1) \$	\$ 893,000.00
2. One hundred percent (100%) of total amount to be paid DBE Equipment leasers	2) \$	
3. One hundred percent (100%) of total amount to be paid to DBE Manufacturers (e.g., asphalt emulsions, cutback asphalts, fabricated signs, or delivery companies)	3) \$	
4. Sixty percent (60%) of total amount to be paid to DBE regular dealers/ suppliers	4) \$	x60% = \$
5. Net fee of DBE brokers or bonding agents	5) \$	
6. Forty percent (40%) of total amount to be paid to DBE distributors	6) \$	x40% = \$ 40,000.00
Total lines 1 through 6		
	9.33%	\$ 933,000.00

(Enter the overall total and DBE% above. The approved percentage of commitment is contractual.)

<input type="checkbox"/> Approved	%	<input type="checkbox"/> Not Approved	By: _____
			Idaho Transportation Department
			Date

Page 2 - Explanation of DBE Commitments

must match the ITD 2399-DBE Commitment Statements and/or ITD 2400-DBE Supplier/Distributor/Broker Commitment Statement

Note: Use 'Alt'+Enter' to start a new line within a row if completing electronically.

Name of DBE Firm Being Committed to the Prime for this Project (include person who submitted the quote and contact information, to include phone number and address)	Items Quoted for DBE Credit (List by Contract Item Numbers [not Line Item Number] and Brief Work or Material Description)	For Materials Only: Supplied (S) Leased (L) Manufactured (M) Distributor (D) Broker (B)	Total Amount Quoted by DBE for DBE Credit
1) ABC Concrete, 123 Concrete Lane, Boise ID Joe Green 208-5551232	502-140A, Conc. CL-140A, Sch No. 1 502-140B, Conc. CL-140A, Sch No. 2 Z629-05A, Mobilization		\$440,00.00
2) Strong Rebar LLC 456 Weak Circle, Nampa ID Kim Lake 208-555-3564	503-010A Metal Reinforcement, Sch 1 503-015A Metal Reinforcement, Sch 2 409-015A Dowel Assemblies for Concrete CL 40A		\$200,000.00
3) Be-Safe Traffic Control 789 Strong Circle, Nampa ID Sue Cartright 208-555-0486	See Attached ITD 2399-DBE Commitment Statement		\$253,000.00
4) Mulcher Company Inc. 1011 Aloia Circle, Kanto ID Samuel Oak 208-555-0486	See Attached ITD 2400-DBE Supplier/Distributor/Broker Commitment Statement	D	\$100,000.00
5)			
6)			
7)			
8)			

Use additional sheets if necessary.

Section 4 - Explanation of DBE Good Faith Efforts

If the DBE participation goal for this project has not been met, the Contractor is required to answer the following questions in order to describe efforts to obtain DBE participation. Each following effort will require a detailed explanation. Documentation provided must match responses.

- 1) What efforts has the Contractor made to conduct outreach/advertise to ITD-certified DBEs? Describe efforts, and attach copies of screenshots, published advertisements or proofs of publication if applicable.

- 2) Has the Contractor provided written notice to a reasonable number of specific DBEs that their interest in the contract was being solicited in sufficient time to allow the DBEs to participate effectively? Describe efforts. Submit a copy of all correspondence (including emails) soliciting bids from DBEs.

- 3) Has the Contractor followed up initial solicitation of interest by contacting DBEs to determine with certainty whether the DBEs were interested? Submit telephone logs, letters, emails, etc., to document follow-up activity.

- 4) Has the Contractor selected portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goal, including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation? Describe efforts.

- 5) Has the Contractor provided interested DBEs with adequate information about the plans, specifications, and requirements of the contract? Describe what action was taken.

- 6) Has the Contractor negotiated in good faith with interested DBEs, not rejecting DBEs as unqualified without sound reasons based on a thorough investigation of their capabilities? Describe efforts.

- 7) Describe any other efforts not covered by Numbers 1 through 6 above that may demonstrate the Contractor's good faith efforts to obtain DBE participation on this project.



**DISADVANTAGED BUSINESS ENTERPRISE (DBE)
SUBCONTRACTOR COMMITMENT STATEMENT**

This template includes all of the necessary information for the DBE Commitment Statement. The ITD 2399-DBE Subcontractor Commitment statement must be included with the DBE submittal package, which must be submitted by 5:00 pm MT on bid opening day. This is a locked document; thus, if you need additional rows simply attach second copy with the additional information. If you are bidding a partial work item, please include

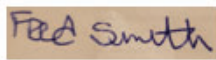

Date:	January 1, 2025
Project Name and/or Key Number:	KN 12345, I-84 DBE Road
Prime Contractor Name:	XYZ Paving Company LLC
DBE Firm Name:	ABC Concrete Company LLC
DBE Address:	123 Concrete Lane Boise, ID 83704
DBE Contact Name and Phone Number:	Fred Smith 208-555-1312
DBE Firm Total: \$ 440,000.00	

DBE WORK ITEMS		
Item Number	Item Name	Item Quote
502-140A	Concrete CL 40A, Sch. No. 1	\$ 280,000.00
502-250A	Concrete CL 40A, Sch. No. 2	\$ 150,000.00
Z629-05A	Mobilization	\$ 10,000.00

DBE Commitment Statement

As the authorized representative of the DBE, I confirm that my firm has been contacted by the Prime Contractor/Bidder with regard to the above referenced project and work items. If the Prime Contractor is awarded the contract, we will enter into an agreement with them to perform the above referenced bid items and subsequently will meet performance requirements of a commercially useful function (CUF) as a subcontractor.

DBE Authorized Representative _____

 or 

Fred Smith
Digitally signed by Fred Smith
Date: 2024.12.13 17:17:02 -07'00'

DBE Signature which can be in one of the following forms:

- a) Handwritten signature or initials
- b) An electronic signature that is not typed using software (e.g., Adobe® Reader, Adobe Professional, Adobe E-Signature, DocuSign®);



**DISADVANTAGED BUSINESS ENTERPRISE (DBE)
SUBCONTRACTOR COMMITMENT STATEMENT**

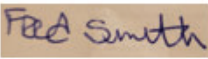
This template includes all of the necessary information for the DBE Commitment Statement. The ITD 2399-DBE Subcontractor Commitment statement must be included with the DBE submittal package, which must be submitted by 5:00 pm MT on bid opening day. This is a locked document; thus, if you need additional rows simply attach second copy with the additional information. If you are bidding a partial work item, please include

Date:	January 1, 2025
Project Name and/or Key Number:	KN 12345, I-84 DBE Road
Prime Contractor Name:	XYZ Paving Company LLC
DBE Firm Name:	Strong Rebar LLC
DBE Address:	456 Weak Circle Nampa, ID 83836
DBE Contact Name and Phone Number:	Fred Smith 208-555-1312
DBE Firm Total: \$ 200,000.00	

DBE WORK ITEMS		
Item Number	Item Name	Item Quote
503-010A	Metal Reinforcement, Sch. No. 1	\$ 50,000.00
503-015A	Metal Reinforcement, Sch. No. 2	\$ 50,000.00
409-015A	Dowel Assemblies	\$ 100,000.00

DBE Commitment Statement

As the authorized representative of the DBE, I confirm that my firm has been contacted by the Prime Contractor/Bidder with regard to the above referenced project and work items. If the Prime Contractor is awarded the contract, we will enter into an agreement with them to perform the above referenced bid items and subsequently will meet performance requirements of a commercially useful function (CUF) as a subcontractor.

DBE Authorized Representative
 or 

Digitally signed by Fred Smith
Date: 2024.12.13 17:17:02 -0700

DBE Signature which can be in one of the following forms:

- a) Handwritten signature or initials
- b) An electronic signature that is not typed using software (e.g., Adobe® Reader, Adobe Professional, Adobe E-Signature, DocuSign®);



DISADVANTAGED BUSINESS ENTERPRISE (DBE) SUBCONTRACTOR COMMITMENT STATEMENT

This template includes all of the necessary information for the DBE Commitment Statement. The ITD 2399-DBE Subcontractor Commitment statement must be included with the DBE submittal package, which must be submitted by 5:00 pm MT on bid opening day. This is a locked document; thus, if you need additional rows simply attach second copy with the additional information. If you are bidding a partial work item, please include

Date:	January 1, 2025	
Project Name and/or Key Number:	KN 12345, I-84 DBE Road	
Prime Contractor Name:	XYZ Paving Company LLC	
DBE Firm Name:	Be Safe Traffic Control	
DBE Address:	259 East greenbelt Way Twin Falls, ID 33301	
DBE Contact Name and Phone Number:	Fred Smith 208-555-1312	
DBE Firm Total:		\$ 253,000.00

DBE WORK ITEMS		
Item Number	Item Name	Item Quote
626-120A	Flagger Control	\$ 50,000.00
630-025A	Longitudinal Pavement Markings Waterborne	\$ 100,000.00
S904-05A	SP Temporary Traffic Control Design and Operations	\$ 100,000.00
Z629-05A	Mobilization	\$ 3,000.00

DBE Commitment Statement

As the authorized representative of the DBE, I confirm that my firm has been contacted by the Prime Contractor/Bidder with regard to the above referenced project and work items. If the Prime Contractor is awarded the contract, we will enter into an agreement with them to perform the above referenced bid items and subsequently will meet performance requirements of a commercially useful function (CUF) as a subcontractor.

DBE Authorized Representative
 or 


DBE Signature which can be in one of the following forms:

- a) Handwritten signature or initials
- b) An electronic signature that is not typed using software (e.g., Adobe® Reader, Adobe Professional, Adobe E-Signature, DocuSign®);



**DISADVANTAGED BUSINESS ENTERPRISE (DBE)
SUPPLIER / DISTRIBUTOR / BROKER
COMMITMENT STATEMENT**

This template includes all of the necessary information for the DBE Supplier / Distributor / Broker Commitment Statement. The ITD 2400-DBE Supplier / Distributor / Broker Commitment Statement must be included with the DBE Submittal Package, which must be submitted by 5:00 pm MT on bid opening day and be completed on both pages. This is a locked document; thus, if you need additional rows simply attach second copy with the additional information.

Date:	Janary 1, 2025
Project Name and/or Key Number:	Key No. 12345
Prime Contractor Name:	Bill Johnson LLC
DBE Firm Name:	27 XYZ Suppliers LLC
DBE Address:	2424 Apple Street, Nampa, ID 83000
DBE Contact Name & Phone Number:	Fred Smith 208-555-1312
DBE Firm Total:	
	\$ 100,000.00

1a. Will all items sold or leased be provided from the on-hand inventory at your establishment? (If YES, do not continue and all items will count 60% as a regular supplier , if NO continue.)	<input checked="" type="checkbox"/> YES ___ NO
1b. Will at least 51% of the items you are selling be provided from the inventory maintained at your establishment? (If YES, do not continue and all items will count 60% as a regular supplier , if NO continue.)	___ YES ___ NO
2. Will you sell AND deliver all bulk or specialty items (e.g., petroleum products, steel, concrete, concrete products, sand, gravel, asphalt, etc.), typically not stocked due to their unique characteristics, using distribution equipment you operate and own (or under a long-term lease)? (If YES, do not continue and all items will count 60% as a regular supplier of bulk items, if NO continue.)	___ YES ___ NO
3. Will the written terms of your purchase order or bill of lading from a third party transfer responsibility, including risk for loss or damage, to your company at the point of origin (manufacture's facility) AND will you be using sources other than the manufacturer (or other seller) to deliver or arrange delivery of the items sold or leased ?(If YES for both requirements, all items sold or leased will count 40% as a distributor , if NO continue.)	___ YES ___ NO
4. By responding NO to all of the above questions you have indicated that you are working as a broker (or bonding agent) and can only claim the fees or commissions charged , including transportation charges for the delivery of materials or supplies, the cost of materials or supplies may not be counted.	

