

INSTRUCTIONS FOR PREPARING THE MAINEDOT BIDDER'S LIST FORM

The Consultant shall extend equal opportunity to MaineDOT certified DBE firms (as listed in MaineDOT's DBE Directory of Certified Businesses) in the selection and utilization of subcontractors and suppliers.

Each Consultant on a federally funded project must complete each section of the Bidder's List Form in its entirety for itself and each subconsultant on that project.

SPECIFIC INSTRUCTIONS FOR COMPLETING THE FORM:

Section A:

1. Insert Consultant Name
2. Insert WIN for the Federal Project bidding on
3. Insert Bid Date
4. Insert Project Location
5. Insert Email address of Contact Person

Section B:

- A. Enter each Consultant's and Sub-Consultant's name and address (including zip code) – Prime Consultant's name should be listed in first box of this section; then each additional line would be proposed subconsultants – DBE or NonDBE
- B. Enter each Consultant's and Sub-Consultant's annual gross receipts bracket (see the legend on the form)
- C. Enter DBE status (DBE or non-DBE) for each Consultant/Sub-Consultant
- D. Enter each Consultant's and Sub-Consultant's NAICS (North Amer. Industry Classification System) code (may be more than one) and Scope of Work
- E. Enter the Age of each Consultant/Sub-Consultant
- F. Enter the Proposed amount of payment (Bid amount) for each Consultant/Sub-Consultant.