



**Raleigh-Durham Airport Authority**  
**MWSB FORMS INSTRUCTIONS**

**Complete each form as applicable. For questions, contact the RDUAA Small Business Program Office (919-840-7712).**

**BIDDING/ PROPOSAL FORMS – SUBMIT WITH BID OR PROPOSAL**

**Form Name:** Appendix 1A – Schedule of MWSB/DBE Subcontractors/Suppliers

**For Use:** List all subcontractors, subconsultants, and suppliers used to meet the MWSB/DBE goal

**Instructions:** List the name, certification type, dollar value, and percentage of each MWSB/DBE contract. Percentage represents a percentage of the total bid; supplier values are counted 60% of goods supplied. Prime contractor signs the form.

**Form Name:** Appendix 1B – MWSB Certification Status

**For Use:** List the certification type of each firm listed in Appendix 1A

**Instructions:** List the certification type of each MWSB subcontractor listed in Appendix 1A. Indicate whether business size verification has been submitted to RDUAA Small Business Program Office (if required).

\*Certain certifications require business size verification; DBE certified firms will not require verification.

**Form Name:** Appendix 2 – Good Faith Effort Checklist

**For Use:** Complete and submit with bid if the MWSB/DBE goal(s) are not met

**Instructions:** Indicate what efforts were undertaken to achieve the MWSB or DBE goal(s). Provide additional documentation as necessary.

**Form Name:** Appendix 3 – Self Performance Form

**For Use:** Complete if the MWSB/DBE goal(s) are not met and the Prime Contractor intends to perform the contract all the work

**Instructions:** Complete and submit with bid.

**Form Name:** Appendix 4 & 5 – Intent to Perform as a Subcontractor/ Intent to Perform as a Supplier

**For Use:** Complete for each proposed MWSB/DBE subcontractor and supplier

**Instructions:** Each MWSB/DBE subcontractor and supplier should complete and sign the form which indicates the amount and scope of work for each vendor under the Prime Contract. **Must be signed by the MWSB/DBE firm.**

**Form Name:** Trucking Utilization Plan

**For Use:** Complete if MWSB/DBE trucking/hauling firms are used to meet the MWSB/DBE goal.

**Instructions:** Complete and submit with bid.

**MWSB COMPLIANCE FORMS – FOR USE AFER CONTRACT AWARD**

**Form Name:** Schedule of Subcontractor (Final)

**For Use:** List all subcontractors, subconsultants, and suppliers used to meet the MWSB/DBE goal (after contract has been signed by RDUAA and Prime Contractor)

**Instructions:** List the name, certification type, dollar value and percentage of each MWSB/DBE contract. Percentage represents a percentage of the total contract amount; supplier values are counted 60% of goods supplied. Prime contractor signs the form. **Submit with first pay application.**

**Form Name:** Monthly Payment Summary

**For Use:** List all subcontractors, subconsultants, and suppliers paid during the period

**Instructions:** List all subcontractors, subconsultants, and suppliers **paid** during the period. **Do not list amounts invoiced during the period.**



**Raleigh-Durham Airport Authority**  
**MWSB FORMS INSTRUCTIONS**

**Form Name:** MWSB Affidavit of Final Payment

**For Use:** Submitted as a part of contract close-out documentation; verifies payment of all MWSB/DBE subcontractors/suppliers

**Instructions:** Complete form for each MWSB/DBE subcontractors/suppliers. Must be signed by both MWSB/DBE subcontractors/suppliers and Prime contractor

**Form Name:** Request to Change Schedule of Subcontractors

**For Use:** Must be submitted prior to replacement of MWSB/DBE firms in a contract

**Instructions:** Complete form for each MWSB/DBE subcontractors/suppliers. Requires good faith effort documentation and RDUAA approval.



Raleigh-Durham Airport Authority  
SCHEDULE OF DBE SUBCONTRACTORS

<b>Project/ Contract Name:</b> _____	
<b>Bidder/ Proposer Name:</b> _____	<input type="checkbox"/> DBE <input type="checkbox"/> NON-DBE
<b>Bidder Contact Name:</b> _____	<b>Bidder Phone Number:</b> _____
<b>Bidder E-mail Address:</b> _____	
<b>DBE Contract Goal:</b> _____	<b>DBE Participation Proposed:</b> _____

**Instructions:**

As part of the procedures for the submission of proposals, all bidders/contractors are required to identify DBE subcontractors/ suppliers and service providers identified at of time of the bid, using the attached forms. Attach additional sheets as necessary.

Name of Subcontractor (incl. service providers and associated equipment/ supplies)	Description of Subcontract or Service to be Performed	Dollar Amount of DBE Participation	% of DBE Participation

**See Appendix 5 – Intent To Perform/Contract - Supplier**

Name of Supplier (Materials/ Equipment Supplier Only)	Description of Equipment or Materials Supplied	Total DBE Contract Amount	Credited DBE Participation (60% of Total DBE Participation/ Contract Amt.)	% DBE Participation (Credited DBE Participation/ Total Bid Amount)

Dollar Amount of Work to be Completed by DBE Subcontractors or Service Providers	\$
Total Credited Participation from DBE Suppliers	\$
Total Amount of Bid/Proposal	\$

**Prime Contractor’s Certification**

I further understand and agree that this certification shall be attached to and become a part of the Contract. Failure to provide accurate and complete information or exercise good faith efforts (as defined by the DBE Program) may result in being considered non-responsive to the solicitation. It is understood and agreed that, if awarded a contract by the Authority, the contractor will not make additions, deletions, or substitutions to the DBEs on this certified list without the written consent of the Authority. A request for approval to replace a DBE may only be made by submitting a Request for Approval of Change to Schedule of Subcontractors. It is understood that the Authority may audit any and/or all records of the Contract/vendor and conduct interviews of owners, principals, officers, employees and applicable subcontractors/Contractors participating on the Contract. The Authority reserves the right to ensure compliance with the DBE Program to include status reports and audit of submitted DBE information as deemed necessary.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name and Title of Authorized Representative:** \_\_\_\_\_

In order to credit the participation of DBEs, firms must be certified as by a certification agency approved by the Authority as defined in the DBE Program.



Raleigh-Durham Airport Authority
DBE CERTIFICATION STATUS

Bidder/ Proposer Name: Project/ Contract Name: DBE Contract Goal: MWSB NON-MWSB Project #: DBE Participation:

Instructions:

As part of the procedures for the submission of bids/ proposals, each subcontractor/supplier listed in the Schedule of MWSB/DBE Subcontractors (Appendix 1A) must have a corresponding listing on this form.

Subcontractor Name, Subcontractor Telephone, Subcontractor E-mail Address, Subcontractor City, State, Goods/ Service Supplied, Select DBE Status & Size Verification: DBE Certified, Other Certification (Type):

Subcontractor Name, Subcontractor Telephone, Subcontractor E-mail Address, Subcontractor City, State, Goods/ Service Supplied, Select DBE Status & Size Verification: DBE Certified, Other Certification (Type):

Subcontractor Name, Subcontractor Telephone, Subcontractor E-mail Address, Subcontractor City, State, Goods/ Service Supplied, Select DBE Status & Size Verification: DBE Certified, Other Certification (Type):

Prime Contractor's Certification

I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate and complete information or exercise good faith efforts (as defined by the DBE Program) may result in being considered non-responsive to the solicitation.

Signature: Date: Print Name and Title of Authorized Representative:



Bidder/ Proposer Name: \_\_\_\_\_  DBE  NON-DBE

Project/ Contract Name: \_\_\_\_\_ Project #: \_\_\_\_\_

DBE Contract Goal: \_\_\_\_\_ Proposed DBE Participation: \_\_\_\_\_

**Good Faith Efforts:** If a Contractors/ proposer does not meet the DBE goal, it shall nevertheless be eligible for award of the Contract if it can demonstrate to the Authority that it has made a good faith effort to meet the DBE goal. This checklist should be submitted with the bid documents. Additional documentation to support the assertions in this checklist may be required within 3 business days following the bid. Failure to submit supporting documentation may result in the bid being considered non-responsive to bid specifications.

1) Did bidder attend DBE pre-bid or pre-proposal conference?  Yes  No

2) a. Did bidder advertise contractual opportunities in general circulation, trade association, or minority-focus media concerning opportunities?  Yes  No  
*(Requires documentation)*

b. Was advertising specific to the project in question? *(Requires documentation)*  Yes  No

3) Did the bidder provide satisfactory written solicitations requesting participation of DBEs or DBEs that reasonably could have been expected to submit a quote that were known to the Contractor or available on state or local government maintained lists no later than ten (10) days prior to the bid opening?  Yes  No

4) Did the bidder provide DBEs or DBEs with:  
a. adequate description of all work to be contracted?  Yes  No

b. adequate information about the location of the plans, specifications, and requirements of the contact?  Yes  No

c. date the quotation was due to the bidder?  Yes  No

5) Did the bidder follow-up initial solicitations of interest electronically, in person or by telephone to determine if the DBE or DBE was interested in participation?  Yes  No  
*(Requires documentation)*

6) Did bidder break down or combine elements of work to be performed by DBEs or DBEs into economically feasible units in order to facilitate DBE participation? *(Requires documentation)*  Yes  No

7) Did bidder make available or provide prospective DBEs or DBEs with plans, specifications, and requirements for the work to be subcontracted at least 10 days before bids or proposals were due? *(Requires documentation)*  Yes  No

8) Did the bidder negotiate in good faith with DBEs or DBEs?  Yes  No

9) Did the bidder offer assistance to interested DBEs or DBEs in obtaining bonding or insurance required by the Authority or by the bidder? *(Requires documentation)*  Yes  No

10) Did the bidder work with minority trade, community or contractor organizations identified by the RDUAA Small Business Office or other local, state or Federal minority/women's business assistance offices to locate DBE or DBE firms? *(Requires documentation)*  Yes  No



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11) Did bidder provide assistance to otherwise qualified DBEs or DBEs in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies or letters of credit, including waiving credit that is ordinarily required, or assist DBEs or DBEs in obtaining the same unit pricing with bidder's suppliers in order to help DBEs or DBEs in establishing credit?

Yes  No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title of Authorized  
Representative:

\_\_\_\_\_



**Raleigh-Durham Airport Authority**  
**INTENT TO PERFORM/ CONTRACT**  
**SUBCONTRACTOR/ PROFESSIONAL SERVICE PROVIDER**

<b>Bidder/ Proposer Name:</b> _____	<input type="checkbox"/> DBE	<input type="checkbox"/> NON-DBE
<b>Project/ Contract Name:</b> _____	<b>Project #:</b> _____	
<b>DBE Contract Goal:</b> _____	<b>Proposed DBE Participation:</b> _____	

<b>Sub-contractor/ consultant:</b> _____	<b>Telephone:</b> _____
<b>Certification Status:</b>	<input type="checkbox"/> DBE <input type="checkbox"/> SBA 8(a)
<b>Name of Certifying Agency:</b> _____	

The undersigned subcontractor intends to perform the following described work listed in connection with the above project:

1. Scope of Work: \_\_\_\_\_
2. Price: \$ \_\_\_\_\_
3. Projected Commencement Date: \_\_\_\_\_
4. Projected Completion Date: \_\_\_\_\_

**Subcontractor:**

The undersigned DBE Subcontractor acknowledges that the firm is not be permitted to further subcontract the work specified in the Bid or Proposal as DBE participation without the Authority's prior written permission, which shall be given or withheld in the Authority's sole discretion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized Representative: \_\_\_\_\_

**Prime Contractor Certification**

The undersigned affirms that the Prime Contractor has no ownership or financial interest in the DBE subcontracting firm stated above. Except as authorized by the Authority, the undersigned will enter into a formal agreement with the listed DBE firm for work as indicated by this form within (10) business days after receipt of the contract executed by the Authority. The undersigned will, if requested, provide the Small Business Program Office a copy of that agreement within three (3) business days of execution.

**Prime Contractor:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized Representative: \_\_\_\_\_



**Raleigh-Durham Airport Authority**  
**STATEMENT OF INTENT TO PERFORM WORK WITHOUT**  
**SUBCONTRACTING OR SUPPLIERS**

<b>Bidder/ Proposer Name:</b> _____	<input type="checkbox"/> DBE	<input type="checkbox"/> NON-DBE	
<b>Project/ Contract Name:</b> _____	<b>Project #:</b> _____		
<b>MB Contract Goal:</b> _____	<b>Proposed MB Participation:</b> _____		
<b>WB Contract Goal:</b> _____	<b>Proposed WB Participation:</b> _____		

Self-performance does not exempt Contractors from DBE Program requirements. Notwithstanding the fact that a Proposer may have the capability to complete a total project with its own work force, and without the use of Subcontractors/Subconsultants/Suppliers, all Authority Contractors are required to demonstrate sufficient Good Faith Efforts to subcontract with and/or procure supplies/services with DBEs in its Subcontractor/ Subconsultant or supplier service area. Proposers that do not meet the DBE Goal for a construction or service contract and desire to self-perform the entire contract must comply with each of the following Good Faith Effort provisions. Failure to do so shall constitute grounds for rejection of the Bid or Proposal:

We, \_\_\_\_\_, hereby certify that it is our intent to perform 100% of the work required for the contract.

In making this certification, the Proposer states the following:

- i. It is a normal and necessary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of subcontractors. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last two (2) years on which they have done so.*
- ii. The Proposer was unable to locate DBEs which could provide significant goods or materials for use in conjunction with this contract. *The Proposer has substantiated this by providing documentation.*
- iii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a DBE. The Bid or Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.
- iv. The Proposer will provide equal opportunity to DBEs to participate in significant material supplier opportunities available under the prime contract and to document good faith efforts as required herein.
- v. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the Authority and institute good faith efforts to comply with all requirements of the DBE program in providing equal opportunities to DBEs to subcontract the work.

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of  
 Authorized Representative: \_\_\_\_\_

**The Proposer must provide documentation which explains how the Proposer will perform the entire contract with its own equipment, supplies, materials and/or employees.**





Raleigh-Durham Airport Authority  
INTENT TO PERFORM/ CONTRACT - SUPPLIER

<b>Bidder/ Proposer Name:</b> _____	<input type="checkbox"/> DBE	<input type="checkbox"/> NON-DBE
<b>Project/ Contract Name:</b> _____	<b>Project #:</b> _____	
<b>DBE Contract Goal:</b>	<b>Proposed DBE Participation:</b>	

<b>Name of Supplier:</b> _____	<b>Telephone:</b> _____
<b>Certification Status:</b> <input type="checkbox"/> DBE	
<b>Name of Certifying Agency:</b> _____	

The undersigned subcontractor intends to perform the following described work listed in connection with the above project:

- \*Equipment or Materials Supplied: \_\_\_\_\_
- Total DBE Contract Amount: \$ \_\_\_\_\_
- Credited DBE Participation (@ 60%)  $\$ \underline{\hspace{1cm}} * 0.60 = \$ \underline{\hspace{1cm}}$   
*(Total DBE Contract Amount \* 0.60 = Credited DBE Participation)*
- % DBE Participation  $\$ \underline{\hspace{1cm}} / \$ \underline{\hspace{1cm}} = \underline{\hspace{1cm}} \%$   
*(Credited DBE Participation / Total Bid Amount = % DBE Participation)*
- Projected Commencement Date: \_\_\_\_\_
- Projected Completion Date: \_\_\_\_\_

Supplier	
Signature: _____	Date: _____
Print Name and Title of Authorized Representative: _____	

**Prime Contractor Certification**

The undersigned affirms that the Prime Contractor has no ownership or financial interest in the DBE subcontracting firm stated above. Except as authorized by the Authority, the undersigned will enter into a formal agreement with the listed DBE firm for work as indicated by this form within (10) business days after receipt of the contract executed by the Authority. The undersigned will, if requested, provide the Small Business Program Office a copy of that agreement within three (3) business days of execution.

Prime Contractor	
Signature: _____	Date: _____
Print Name and Title of Authorized Representative: _____	



**Raleigh-Durham Airport Authority  
REQUEST TO CHANGE/REPLACE DBE SUBCONTRACTORS**

Per the Authority's DBE Program, a Contractor may not terminate for convenience a DBE listed in the original schedule of subcontractors or proposal during the bid/proposal process. The Authority must be notified immediately of a DBE's inability to perform any or all of its work and the Contractor's intent to obtain a substitute DBE. Primes are required to make a good faith effort to replace a DBE that is unable to perform, with another DBE, to the extent necessary to achieve the DBE goal. The substitute DBE must be approved by the Authority. A Letter of Intent (Appendix 4 or 5) for any additional / substitute subcontractor(s)/supplier(s) must be submitted to the Authority for approval with this form.

<b>Project Name</b> _____	<b>Prime Contractor</b> _____
<b>Contact Person</b> _____	<b>Telephone Number</b> _____
<b>DBE Goal</b> \$ _____ (Dollar Value)	_____ % (Percent of Total Contract)

<b>Type of Change</b> <input type="checkbox"/> Add <input type="checkbox"/> Delete		
<b>Company Name</b> _____	<b>Dollar Amount</b> _____	
<b>Trade/ Activity/ Goods Supplied</b> _____		
<b>DBE Status:</b> <input type="checkbox"/> DBE Certified <input type="checkbox"/> Non-DBE	<b>Change DBE Participation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Intent to Perform Attached?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>JUSTIFICATION</b> (Please explain the reason for the change)		

<b>Type of Change</b> <input type="checkbox"/> Add <input type="checkbox"/> Delete		
<b>Company Name</b> _____	<b>Dollar Amount</b> _____	
<b>Trade/ Activity/ Goods Supplied</b> _____		
<b>DBE Status:</b> <input type="checkbox"/> DBE Certified <input type="checkbox"/> Non-DBE	<b>Change DBE Participation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Intent to Perform Attached?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>JUSTIFICATION</b> (Please explain the reason for the change)		

**CERTIFICATION OF AFFIDAVIT**

The above named contractor/consultant requests approval of the following addition (s) and/or deletions (s) on the SCHEDULE OF DBE SUBCONTRACTORS (Appendix 1A), as originally submitted as part of the bid/proposal on the above named project. The above information is true and complete to the best of my knowledge and belief. I further understand and agree that this certification shall become a part of my contract with the Raleigh-Durham Airport Authority.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name and Title of Authorized Representative:** \_\_\_\_\_



**RALEIGH-DURHAM AIRPORT AUTHORITY**  
Trucking Utilization Plan

**Instructions:** This form is **required** and **must be submitted with the bid** for bidders for with DBE/MWSB participation in the areas of hauling, trucking or transportation services.

A	B		C	D				E
<b>Name of Trucking Firm</b> <i>Firms listed in the Prime Contractor's Appendix 1A Bid Form</i>	<b>Number of Trucks</b>		<b>Number of Employees/ Drivers*</b>	<b>Leased Trucks</b> <i>Trucks being leased by Firms listed in Column A</i>				<b>Dollar Amount of DBE/MWSB Participation</b>
	Owned	Leased		Firm Name	DBE Firm	Non-DBE Firm	Firm Drivers Used?	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Total Dollar Value of Work by DBE/MWSB Trucking Firm Using DBE/MWSB Firm Employees/Drivers								\$
Total Dollar Value of Work by Non- DBE/MWSB Trucking Firm Using Non- DBE/MWSB Firm Drivers								\$

*\*Must be employees, not contracted drivers*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title of Authorized Representative: \_\_\_\_\_



**RALEIGH-DURHAM AIRPORT AUTHORITY**  
Trucking Utilization Plan

<b>WHO OWNS THE TRUCK?</b>		<b>WHO DRIVES THE TRUCK?</b>		<b>HOW MUCH DBE/MWSB PARTICIPATION?</b>
DBE/MWSB Truck <b>Firm A</b>	+	DBE/MWSB Truck <b>Firm A</b> Employees*	=	100% credit
DBE/MWSB Truck <b>Firm A</b> • Subcontracts to DBE/MWSB <b>Firm B</b>	+	DBE/MWSB Truck <b>Firm A</b> Employees*	=	100% credit
DBE/MWSB Truck <b>Firm A</b> • Subcontracts to Non-DBE/MWSB Truck <b>Firm C</b>	+	DBE/MWSB Truck <b>Firm A</b> Employees*	=	100% credit
DBE/MWSB Truck <b>Firm A</b> • Subcontracts to Non-DBE/MWSB Truck <b>Firm C</b>	+	Non-DBE/MWSB Truck <b>Firm C</b>	=	<ul style="list-style-type: none"> <li>• Credit only for the value of fees or commission, not hauling fees</li> <li>• Must be pre-approved by RDUAA</li> </ul>

*\*Must be employees, not contracted drivers*