

DBE DOCUMENT UPLOAD  
(Revised December 2021)

All bids on projects with a DBE goal greater than zero must be accompanied by the proper DBE Documentation (e.g. DBE quotes, DBE Form 6, DBE Form 5, etc.). In accordance with 49 CFR § 26.53 (b), these documents must be submitted at the time the bid is submitted. When submitting a bid electronically the DBE Form 6 will be generated automatically by the Department using information entered by the bidder at the time the bid is submitted. The bidder, therefore, is not required to upload a hardcopy of the DBE Form 6 when bidding electronically. However, uploading a hardcopy of the DBE Form 6 will not cause the bid to be nonresponsive. (When submitting a hardcopy bid, Prime Contractors who are certified as a DBE need only to check the “I am a DBE bidding as the Prime Contractor” box, enter their contact information, and upload the signed DBE Form 6 with their bid.)

The Department will evaluate each DBE submission for accuracy. In the event that errors or discrepancies are found in the documents, the Department will notify the respective bidder of the issue within 24 hours following the bid opening, and the bidder may be presented with the opportunity to resolve it. An email will be sent from [ConstructionDBEBid@odot.org](mailto:ConstructionDBEBid@odot.org) to the email address associated with the bidder’s Bidexpress account as well as to the DBE Liaison listed on the DBE Form 6 submitted by the bidder. The apparent first and second lowest bidder’s DBE Liaison will also be contacted by phone within 24 hours following the bid opening as an effort to ensure an email was received from the [ConstructionDBEBid@odot.org](mailto:ConstructionDBEBid@odot.org) if administrative errors were identified. The bidder’s DBE Liaison’s phone number on the DBE Form 6 will be used. Bidders are responsible for ensuring that their contact information is correct and up-to-date.)

In the event that a bidder submits both a hardcopy of a Form 6 and electronically submits/completes a Form 6 with their bid, the uploaded hardcopy Form 6 will be used.

The following scenarios/errors will render a Prime Contractor’s bid as having an **administrative error**. (Please note, this list is not intended to be an all-encompassing list):

- The DBE quote is not submitted in a manner that clearly identifies the DBE (e.g. company letterhead).
- **The DBE Form 6 and/or amount entered in BidExpress does not match the DBE quote.**
- The DBE quote does not include a mathematical breakdown (if applicable).
- Incorrect project information is listed on the DBE quote or supporting documentation.
- The DBE is not certified for the work category selected or the work description entered in BidExpress.
- The DBE was incorrectly entered in BidExpress to be used as an entity for which the DBE is not certified (e.g. subcontractor, supplier, or manufacturer).

When notified, all administrative errors must be resolved before Tuesday at 4:30 p.m. following the bid opening. To ensure that all documentation is received by the Department, please email all correspondence with regard to DBE documentation to [ConstructionDBEBid@odot.org](mailto:ConstructionDBEBid@odot.org).

The following scenarios/errors will render a Prime Contractor's bid to be non-responsive. No opportunity for resolution will be considered under these circumstances:

- The bidder misses the published deadline for submitting a bid.
- The Form 6 is not certified when submitted electronically.
- The bidder does not agree to revise the DBE Form 6 and amount entered in BidExpress **to reflect the DBE quote.**
- The necessary documentation, supporting DBE quote for each DBE is not uploaded at the time the bid is submitted.
- The bidder uploads blank documents.
- The bid includes quotes from non-certified DBEs.
- The ODOT Civil Rights Division rejects the DBE Form 5 (Good Faith Effort) submitted with the bid.
- The correction of an administrative error causes the DBE participation to be below the advertised DBE goal for the contract.
- Administrative errors are not corrected by 4:30 p.m. on the Tuesday following the bid opening.