

## FEDERAL DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

**DBE PARTICIPATION.** STA is committed to ensuring that all firms regardless of race, color, sex or national origin have equal opportunity to participate in STA contracts. Therefore, STA has established an annual agency goal for Disadvantaged Business Enterprise (DBE) participation in its contracting opportunities. It shall be understood that no specific goal has been assigned to this contract; however, contractors and subcontractors are required to comply with the following:

1. **Non-discrimination Assurances.** The Contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this Contract. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as STA deems appropriate. Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)). Failure by the subcontractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or other such remedy, as STA deems appropriate.
2. **Prompt Payment.** The Contractor is required to pay its subcontractors performing work related to this Contract for satisfactory performance of that work no later than thirty (30) days after the Contractor's receipt of payment for that work from STA. In addition, the Contractor may not hold retainage from its subcontractors or must return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed or must return any retainage payments to those subcontractors within thirty (30) days after incremental acceptance of the subcontractor's work by STA and Contractor's receipt of the partial retainage payment related to the subcontractor's work.
3. **DBE Participant List.** As required by 49 CFR Part 26.11, STA is required to create and maintain a bidders list of all firms bidding on prime contracts and bidding or quoting subcontracts on Department of Transportation, Federal Transit Administration-assisted contracts. STA is also committed to providing equal access to small business concerns in bidding on STA's contracting opportunities. The U.S. Small Business Administration (SBA) defines a "small business" in terms of the number of employees over the past year or the average annual receipts over the past three years. This standard varies by industry. STA will use size standards established by the SBA to determine small business eligibility.

To comply with this requirement, STA requests the Contractor provide the information required by the Federal Transit Administration on page two of this certification. **This information is not used in determining award of contract or in evaluating your Proposal in any way. Providing this information is voluntary.**

A copy of 49 CFR Part 26 may be found at [www.ecfr.gov](http://www.ecfr.gov) or by contacting:

Jacque Tjards  
DBE Liaison  
Spokane Transit Authority  
1230 W. Boone Ave.  
Spokane, WA 99201  
(509) 325-6032  
[jtjards@spokanetransit.com](mailto:jtjards@spokanetransit.com)

### Contractor DBE Information

Proposer Name: \_\_\_\_\_

Proposer Address: \_\_\_\_\_

North American Industry Classification System (NAICS) Code: \_\_\_\_\_

To determine your industry NAICS code go to [www.census.gov/eos/www/naics](http://www.census.gov/eos/www/naics) and enter a keyword of your business classification in the box directly above the **2017** NAICS Search on the left side of the page and choose from the selection of codes that best matches your business classification.

Type of Business: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Printed Name and Title: \_\_\_\_\_

- Is your firm a Disadvantaged Business Enterprise registered with the State of Washington Office of Minority and Women's Business Enterprises?

☐ Yes ☐ No

- How long has your firm been in business? \_\_\_\_\_

- Please check the box that describes your total gross annual receipts:

- |  |  |
|--|--|
| <input type="checkbox"/> less than \$500,000       | <input type="checkbox"/> \$3,000,001 - \$3,500,000 |
| <input type="checkbox"/> \$500,000 - \$1,000,000   | <input type="checkbox"/> \$3,500,001 - \$4,000,000 |
| <input type="checkbox"/> \$1,000,001 - \$1,500,000 | <input type="checkbox"/> \$4,000,001 - \$4,500,000 |
| <input type="checkbox"/> \$1,500,001 - \$2,000,000 | <input type="checkbox"/> \$4,500,001 - \$5,000,000 |
| <input type="checkbox"/> \$2,000,001 - \$2,500,000 | <input type="checkbox"/> \$5,000,001 - \$5,500,000 |
| <input type="checkbox"/> \$2,500,001 - \$3,000,000 | <input type="checkbox"/> greater than \$5,500,000  |

- Is your business a small business as defined by the SBA's definition of a small business concern? To determine if your business is considered a small business by SBA go to [www.sba.gov/size-standards](http://www.sba.gov/size-standards), enter your six- digit NAICS Code and follow the 3-step process.

☐ Yes ☐ No

**DBE Subcontractors**

Name, Address, UBI of DBE Subcontractor	Portion of Work to be performed.	\$ Amount

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

Printed Name and Title: \_\_\_\_\_