



SUBCONTRACTOR SOLICITATION AND UTILIZATION REPORT

ODOT Office of Civil Rights • 355 Capitol St. NE, Room 504 • Salem, OR 97301

Please read instructions before completing this form.

This form (ODOT form 734-2721) incorporates and replaces previous DBE and MWESB Subcontractor/Supplier Solicitation and Utilization forms (ODOT forms 734-2533 and 731-0516.) The previous forms are obsolete and will not be accepted.

1. PROJECT NAME	2. CONTRACT NUMBER (IF KNOWN))	3. BID OPENING DATE
-----------------	--------------------------------	---------------------

All bidders, including DBE prime bidders, must complete and submit this form to the ODOT Office of Civil Rights within 10 calendar days after the bid-opening date. This information will be used to prepare a list of bidders as required by 49 CFR 26.11(c).

By signing below, the bidder acknowledges and certifies that this form accurately represents receipt of and consent from the firms listed as to the consideration for performance on this project. The bidder certifies that the bidder had direct contact with the firms named regarding participation in this project.

4. BIDDER PRINT NAME	5. BIDDER TITLE	
6. BIDDER SIGNATURE X	7. DATE	
8. COMPANY NAME OF CONTRACTOR	9. PHONE ()	10. FAX ()

11. NAME OF FIRM	12. PHONE	13. DBE STATUS			14. UTILIZED
		DBE	MWESB	NON-CERTIFIED	
1.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	()	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

If more spaces are required, use as many copies of the second page of this form as necessary. The bidder must sign each sheet to certify its content and completion.

Are additional pages attached? Yes No If yes, number of additional pages attached:.....

NO. PAGES ATTACHED



SUBCONTRACTOR SOLICITATION AND UTILIZATION REPORT

ODOT Office of Civil Rights • 355 Capitol St. NE, Room 504 • Salem, OR 97301

INSTRUCTIONS

The mailing address of the ODOT Office of Civil Rights has changed. The current mailing address:

ODOT Office of Civil Rights
355 Capitol St. NE, Room 504
Salem, OR 97301

Additional contact information:

Phone: (503) 986-4350
Fax: (503) 986-6832
Web site: www.oregon.gov/odot/cs/civilrights/
E-mail address: robert.c.ryan@odot.state.or.us

Definitions and abbreviations

DBE—Abbreviation for *Disadvantaged Business Enterprise*. A DBE is a for-profit small business that is at least 51 percent owned by one or more persons who are both socially and economically disadvantaged, or in the case of a corporation, 51 percent of the stock is owned by one or more such persons. DBE certification is performed by the [Office of Minority, Women, and Emerging Small Business](#) (OMWESB), a division of the Oregon Department of Consumer and Services. Direct questions about certification to OMWESB: (503) 986-0075.

MWESB—Abbreviation for *Minority-owned, Women-owned, or Emerging Small Business*, as certified by OMWESB (see DBE).

Prime bidder—A prime or primary bidder is a firm seeking to be awarded the primary or main contract of a project.

Line items

1. Project name—Enter the project name as it appears on the project advertisement.
2. Contract number—This box may be left blank if the bidder does not know the contract number.
3. Bid opening date—Enter the bid opening date as it appears on the project advertisement.
4. Bidder print name—Enter the name of the person completing the report.
5. Bidder title—Enter the position/title of the person completing this report.
6. Bidder signature—The person completing this report must sign this report to attest to its accuracy.
7. Date—Enter the date the bidder signs the report.
8. Company name of contractor—Enter the legal company name of the contractor, as it appears on the business registry of the Oregon Secretary of State's office.
9. Phone — Enter the phone number of the firm's office, or of the firm's primary contact person.
10. Fax — Enter the fax number of the firm's office, or of the firm's primary contact person.
11. Name of firm — Enter the name of each firm. Enter the legal name of the company as registered with the Oregon Secretary of State's office.
12. Phone — Enter the phone number of the firm's office or primary contact person.
13. DBE status — Check the appropriate box if the firm has been certified as a DBE and/or an MWESB. If the firm has not been certified as either, check Non-DBE.
14. Utilized — Check "Yes" if the prime bidder intends to subcontract work to this firm. Check "No" if the prime bidder does not intend to subcontract to this firm.

If you have questions, please contact the ODOT Office of Civil Rights.