

3-3 Complete Sections A and B of the Form 1415 for all DBEs listed on the Form 1414 (Bidder)



Details

Responsible Parties

- Bidder

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Document Owner

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Procedure Objective

This document is intended to assist the bidder in filling out Sections A and B of the CDOT Form 1415, Commitment Confirmation. A separate CDOT Form 1415 shall be completed for each DBE firm listed on the CDOT Form 1414. This process guide is for pre-award of the contract only. For any changes made to an approved Utilization Plan, please see process guide 11.0.

System Procedures

1. Download the CDOT Form 1414 from the CDOT Forms Catalog at <https://www.codot.gov/about/forms>

CDOT Forms Catalog

Use this page to find CDOT forms on a variety of topics. Please note: If you intend to fill out a form for submission, please first download it and save it. Do not fill it out in your web browser.

Forms can be located by scrolling through the list or by using the search/filter tiles for the Program owner of the form, the Form Number, or the Form Title. Once located click on the File Hyperlink which will take you to the form.

Program ▾	Search by Form Number ▾	Form Title ▾
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1. Complete all blank spaces of Section A in its entirety.

COLORADO DEPARTMENT OF TRANSPORTATION COMMITMENT CONFIRMATION (CDOT Form 1415)					
Section A. Bidder/Prime Contractor and DBE Information. This section must be completed by the Bidder/Prime Contractor.					
1. Project S/A No. or PCN Number (5 digit #):		2. FHWA Project #, Subaward Agreement # from COTRAMS (FTA contracts), or PO # (for CM/GC-CM contracts):		3. Project Name:	
4. Name of Bidder/Prime Contractor:		5. Bidder/Prime Contractor's Contact Name:		6. Bidder/Prime Contractor's Contact Title:	
7. Bidder/Prime Contractor's Contact Phone Number:		8. Bidder/Prime Contractor's Contact Email Address:		9. Name of DBE Firm:	
10. DBE Firm Physical Address:		11. DBE Contact Name:		12. DBE Contact Email Address:	
13. DBE Contact Phone Number:		14. Subcontracted to Whom:	<input type="checkbox"/> if Prime		
15. Is the DBE part of a Joint Venture? (if Yes, attach joint venture agreement)	<input type="checkbox"/> Yes <input type="checkbox"/> No		16. Anticipated Work Start Date:		
17. Applicable Small Business Goals (To be completed ONLY for FHWA-funded Design-Build contracts)		<input type="checkbox"/> DBE Design Goal <input type="checkbox"/> DBE Construction Goal Applicable Contract Year: (July 1, <input type="text"/> - June 30, <input type="text"/>)			

2. In Section B of the form, enter the commitment details, including the work to be performed by the DBE, the corresponding DBE work code for the work to be performed, the “Commitment Amount” (in \$), and the “Amount Eligible for DBE Participation” (in \$).

Note 1: The “Commitment Amount” should be identical to the “Eligible Participation” amount unless the DBE is subject to special DBE counting rules for suppliers under 49 CFR 26.55(e), whereby regular dealers may only count 60% of the cost of materials and supplies as “Eligible Participation,” brokers may only count the total amount of its commission and fees as “Eligible Participation,” or distributors may only count 40% of the cost of materials or supplies (including transportation costs) by a DBE. The “Commitment Amount” may also exceed “Eligible Participation” if the DBE is subcontracting work out to non-DBEs.

Note 2: The “Commitment Amount” should be identical to the “Commitment Amount” listed on the CDOT Form 1414 submitted by the bidder with its bid package (See 3-1). Modifications to the commitment require approval by CDOT as outlined in the DBE Standard Special Provision.

Note 3: Eligible participation is the work performed/services rendered by a DBE which counts as valid DBE participation on the contract and may be used towards fulfillment of a commitment. The DBE must be certified by the Colorado UCP in the work to be performed. DBEs are certified in particular areas of work which are designated by a work code. Each DBE’s work codes can be found on their profile on the Colorado UCP DBE Directory.

Section B. Commitment Details. This section must be completed by the Bidder/Prime Contractor.				
18. DBE Commitment Details				
a. Work Category	b. Work to be Performed	c. DBE Work Code(s) (NAICS + Descriptor)	d. Commitment Amount	e. Amount Eligible for DBE Participation
Construction				
Trucking				
Supplies				
Services				
Other				
Design Services (for FHWA-funded Design- Build contracts and FTA Consultant Contracts only)				
Total:				

An authorized representative should sign on behalf of the bidder. Include the printed name, title, signature, and date.

19. Bidder/Prime Contractor Representative:			
This section must be signed by an individual with the authority to contractually bind the Bidder/Prime Contractor to the DBE commitment listed on this form. You declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are complete, true, and accurate to the best of your knowledge. If a DBE commitment is being made and the subcontract is between a lower-tier subcontractor and a DBE firm (not the Prime Contractor), the Prime Contractor shall provide this signed CDOT Form 1415 to that lower-tier subcontractor and the DBE Standard Specification shall be followed.			
a. Name	b. Title	c. Signature	d. Date

4. Forward the form to the DBE subcontractor for the completion of Section C of the CDOT Form 1415.
5. Once the CDOT Form 1415 has been completed and returned by the DBE subcontractor, the bidder shall attach this form as part of the DBE utilization plan submission in B2GNow.
6. The bidder has successfully completed their portion of the CDOT Form 1415, and routed to the appropriate DBE for form completion.