



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
Civil Rights Office – DBE Program

## BIDDER REGISTRATION

All firms must register annually or prior to project award with the Alaska Department of Transportation and Public Facilities (DOT&PF) Civil Rights Officer (CRO). Complete this form for each contractor and subcontractor.

Name of Firm: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date Firm was Established: \_\_\_\_\_

**Is this firm a** (check all that apply):

- |                    |                               |                             |                                |
|--------------------|-------------------------------|-----------------------------|--------------------------------|
| Prime Contractor?  | <input type="checkbox"/> Yes  | <input type="checkbox"/> No |                                |
| Subcontractor?     | <input type="checkbox"/> Yes  | <input type="checkbox"/> No | Identify specialty: _____      |
| Service Provider?  | <input type="checkbox"/> Yes  | <input type="checkbox"/> No | Identify service: _____        |
| Material Supplier? | <input type="checkbox"/> Yes  | <input type="checkbox"/> No | Identify material: _____       |
| Manufacturer?      | <input type="checkbox"/> Yes  | <input type="checkbox"/> No | Identify product: _____        |
| Certified DBE? *   | <input type="checkbox"/> Yes* | <input type="checkbox"/> No | * Complete Page 2 of this form |

**Type of contracts/proposals bid by the firm:**

- Highways                       Airports                       Mass Transit
- Other (specify) \_\_\_\_\_

**Firm's gross annual receipts:**

- < \$500,000
- \$500,000 - \$999,999
- \$1,000,000 - \$4,999,999
- \$5,000,000 - \$9,999,999
- \$10,000,000 - \$16,999,999
- > \$17,000,000

Signature of Company Representative	Title	Date
-------------------------------------	-------	------

Send this completed form to:                      *OR*                      You may fax your completed form to:

**ADOT&PF Civil Rights Office                      (907) 269-0847**  
**PO Box 196900**  
**Anchorage, Alaska 99519-6900**

If you have any questions, please call **(907) 269-0851**.

**ADDITIONAL INFORMATION REQUIRED  
FOR BUSINESSES CERTIFIED IN THE ADOT&PF DBE PROGRAM**

**Notice to DBE Firms:** All businesses are required to submit a Bidder's Registration form before an ADOT&PF contract can be awarded. The Bidder's Registration form must be submitted on an annual basis by July 1 and is valid through June 30 the following year. DBEs are required to indicate on this form if they wish to be a required contact for prime contractors performing DBE Good-Faith Efforts (GFE). A DBE that either does not submit a Bidder's Registration by July 1 or indicate they are not interested in being a required contact, will be listed in the directory as a non-required contact. DBEs that are a non-required contact will not have to be contacted by contractors demonstrating a GFE.

**A. DBE Directory Information**

- 1. Does your firm wish to receive bid solicitations from contractors seeking DBE participation in your DBE Work Category? (If "No" is checked, skip Questions 2 and 3.) [ ] Yes [ ] No
  
- 2. What ADOT&PF defined region of the state are you willing to work or provide services? [ ] Northern  
[ ] Central  
[ ] Southeast  
[ ] Out of State

3. Bid Contact Info.

Name	Title
Telephone Number	Fax Number
Email Address	Company Website

**Instructions**

A. DBE Directory Information (See below for Instructions)

- 1. Indicate choice by checking "Yes" or "No."  
"Yes" means that your firm will be a required contact for contractors demonstrating a GFE. Your firm will be expected to maintain a means of receiving bid request communications and provide responses to contractor's bid requests.  
  
"No" means that your firm does not wish to receive bid solicitations from contractors performing a GFE. Your firm will be listed in the DBE directory. Answering "No" does not change your DBE certification status, however in doing so, you assume full responsibility for notifying contractors that you wish to bid on a specific project.
- 2. Indicate choice(s) of all that apply to your firm.
- 3. Bid Contact Information. Please enter the contact person information for the individual in your company that will be responding to GFE bid solicitations. This information will be published in the DBE Directory.