



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

BIDDER REGISTRATION

All firms are required to submit a Bidder's Registration form before an Alaska Department of Transportation and Public Facilities (DOT&PF) project can be awarded. The Bidder Registration form must be submitted to the Civil Rights Officer (CRO) on an annual basis by January 1 and is valid thru December 31. Complete this form for each contractor and subcontractor. Firms will be listed on the bidder registration online directory <http://www.dot.state.ak.us/cvlrts/bidreg.shtml>.

Name of Firm: _____

Street Address: _____

Mailing Address: _____

Contact Name: _____

Telephone Number: _____

Fax number: _____

E-mail Address: _____

Date Firm was Established: _____

The firm listed above is a (check all that apply):

- Prime Contractor?
- Subcontractor? Identify specialty: _____
- Service Provider? Identify service: _____
- Material Supplier? Identify material: _____
- Manufacturer? Identify product: _____
- Certified DBE? * *DBE- Disadvantaged Business Enterprise
- Self-Certified SBE? * *SBE- Small Business Enterprise (*Complete page 2 of this form.*)

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

Type of contracts/proposals bid by the firm (check all that apply):

- Highways Airports Transit AMHS

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**.

SMALL BUSINESS ENTERPRISE PROGRAM (SBE) BIDDER'S REGISTRATION

[Complete the below only if you are a Self-Certified SBE Firm] All businesses are required to submit a SBE Bidder's Registration form before a DOT&PF contract can be awarded. The bidder's Registration form must be submitted on an annual basis by January 1 and is valid thru December 31.

In order to verify your firm's compliance with business size standards under 49 CFR 26.67(2)(i) and 26.65(b), **at the time of award** you will be required to submit the following documents:

- SBE Affidavit of Certification Eligibility
- Personal Financial Statement
- Past three years of your corporations and/or individual tax returns
- If not a certified DBE, please provide documentation that you are self-certified as a small business (please contact Procurement Technical Assistance Center (PTAC) at 907-274-7232 if you require assistance on becoming a self-certified small business)

At time of award send required documentation to:

**DOT&PF Civil Rights Office
Attn: Certification
PO Box 196900
Anchorage, Alaska 99519-6900
Fax: (907) 269-0847**

Fostering Small Business Participation (SBE) (49 CFR 26.39):

To meet the requirements of 49 CFR 26.39, DOT&PF has implemented a Small Business Enterprise Program. This component is only applicable to federally funded projects.

A. SBE Directory Information

1. Can you verify at time of award that your firm does not exceed the business size standards of \$22.41 million for the last three years of gross annual receipts per 49 CFR 26.65(b)?

[] Yes [] No*

**If you marked "No" you do not qualify for the SBE Program*

2. Can you verify at time of award that your firm does not exceed the personal net worth standards of \$1.32 million per 49 CFR 26.67(2)(i)?

[] Yes [] No*

**If you marked "No" you do not qualify for the SBE Program*

3. Contact Info.

Name of Firm

Contact Name

Telephone Number

Fax Number

Email Address

Company Website