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) SELF-REGISTRATION

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.

[Complete the Section below only if you are a Self-Certified SBE Firm] All businesses wishing to be eligible as a SBE are required to submit a SBE Self-Registration form. The SBE Self-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 99519-690  
Phone: (907) 269-0851  
Fax: (907) 269-0847

A. SBE Directory Information

1. Can you verify at time of award that your firm (including affiliates) does not exceed the small business size standards as described by the Small Business Administration (SBA) for the last three years of gross annual receipts per 49 CFR 26.65(a)? To find more information about the SBA size standards, visit the SBA website https://www.sba.gov/content/small-business-size-standards.  
   [ ]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 (including affiliates) 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. Can you verify at time of award that each individual owner of 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

4. Contact Info.

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number</td>
<td>Fax Number</td>
</tr>
<tr>
<td>Email Address</td>
<td>Company Website</td>
</tr>
</tbody>
</table>

Form 25D-6 (1/16)