



## *Florida Department of Transportation*

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March 17, 2008

### **DME MEMORANDUM No. 01-08**

TO: District Maintenance Engineers/Administrators

FROM: Tim Lattner, P.E., Director, Office of Maintenance

COPIES: File

SUBJECT: Disadvantaged Business Enterprise (DBE) Requirements

This memo is being issued to ensure that Contractor's doing Maintenance Contracting are following requirements of the **DBE Program**. (<http://www.dot.state.fl.us/equalopportunityoffice/>)

The Florida Department of Transportation's (Department) DBE Program, administered by the Equal Opportunity Office, is intended to remedy past and current discrimination against disadvantaged business enterprises, ensure a level playing field and foster equal opportunity and non-discrimination in Department-assisted contracts, improve the flexibility and efficiency of the DBE program, and reduce burdens on small businesses. (See Form Number 275-030-11 for general instructions)

The Contractor's are required to have an approved DBE Affirmative Action Plan (Form Number 275-030-11B) on file with the Equal Opportunity Office. This DBE Affirmative Action Plan shall be updated and resubmitted every three years. No Contract shall be awarded until the Department approves the Plan. The DBE Affirmative Action Program Plan and commitment to carry out the Plan must be incorporated into and become a part of the awarded Contract. If the Contractor's fails to keep these commitments they will be deemed in noncompliance and it will be considered a breach of the Contract.

The Contractor's shall submit the Anticipated DBE Participation Statement (Form Number 275-030-11A) at or before the Pre-Work Conference. The contract administrator or District designee will then submit the form to the State Equal Opportunity Office. **Asset Maintenance Contractor's** shall submit this form to Contract Project Manager or District designee at or before the Pre-Work Conference and each year on the anniversary date of their contract. The Contract Project Manager or District Designee shall then submit this form to the State Equal Opportunity Office each year.

The Contractor's shall also report monthly, through the Equal Opportunity Reporting System (BizWeb) on the Department's Website, actual payments and retainage, of all DBE and Minority Business Enterprise (MBE) subcontractors and suppliers. The Equal Opportunity Office will provide instructions on accessing this system.

Please also refer to the following link to Section 7 of the Standard Specifications.

<http://www.dot.state.fl.us/specificationsoffice/2007BK/Julyworkbook2008/SP0072400.pdf>

Please contact David Sumner in the Office of Maintenance at (850) 410-5636 should you have any questions.