

Attachment 4
Monitoring and Enforcement forms

PROPOSED DBE BID PARTICIPATION

PROJECT NO: _____ PRIME CONTRACTOR: _____

DBE FIRM	PRINCIPAL OFFICIAL	ADDRESS/PHONE NO.	TYPE OF WORK	AGREED CONTRACT PRICE

TOTAL DBE PROPOSED SUBCONTRACTING \$ _____

THE DBE PROPOSED SUBCONTRACTING IS _____ % OF THE TOTAL CONTRACT AMOUNT

The undersigned will enter into a formal agreement with the DBE contractors/suppliers listed herein conditioned upon the execution of a contract with the Town of Blacksburg.

Signed By: _____ Title: _____ Date: _____

LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR/SUPPLIER

PROJECT _____ PROJECT NO. _____

TO: _____
(NAME OF PRIME OR GENERAL BIDDER)

A. The undersigned intends to perform work in connection with the above project in the following capacity (check one):

_____ An individual _____ A corporation
_____ A partnership _____ A joint venture

B. The DBE status of the undersigned is confirmed by certification in the Virginia Unified Certification Program. Yes No

C. The undersigned is prepared to perform the following work in connection with the above project: _____

D. The undersigned states that the total bid price for the work described above is : \$ _____

E. The undersigned will sublet and/or award _____% of this subcontract to non-DBE contractors and/or non- DBE suppliers.

The undersigned will enter into a formal agreement for the above described work with the Prime or General Bidder cited above conditioned upon the execution of a contract for the project cited herein between the Prime or General Bidder and the Town of Blacksburg.

_____ Date: _____
(DBE Contractor Firm Name)

By: _____
(Signature of Authorized Representative)

TOWN OF BLACKSBURG
CERTIFICATION OF PAYMENT TO DBE FIRMS

The undersigned, having contracted as the prime contractor on Project No. _____ hereby certifies that full payment has been made to the firm indicated. Payments made or pending to a DBE firm for materials and/or work performed under this project's contract are as follows:

The DBE firm of _____ was paid the amount of \$ _____ .

This certification is made under Federal and State laws concerning false statement. Supporting documentation for this payment is subject to audit and should be retained for a minimum of three (3) years from the project acceptance date. In the event the DBE was not paid in accordance with affidavits submitted by the prime contractor, all documentation supporting the contractor's position should be submitted.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OF FEDERAL LAWS, THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Prime Contractor Representative

By: _____
(Print name and title)

Date: _____

The undersigned DBE subcontractor/supplier/manufacturer hereby certifies that a contract was entered into with the above named prime contractor to perform work or provide materials on the project cited in this document. I further certify that payments were received and/or justification submitted by the prime contractor for failure to make such payments in accordance with previous affidavits is correct.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OF FEDERAL LAWS, THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Subcontractor Representative

By: _____ Date: _____
(Print name and title)

Attachment 5
Overall Goal Calculation

Methodology for Establishing DBE Goals FY2009

The following is a summary of the method Blacksburg Transit used to calculate this goal:

STEP 1 – Determine the base figure for the relative availability of DBE's in Blacksburg Transit's market area.

Method 1 – Use DBE Directories in relationship to the Town's Vendor List

By utilizing the Town of Blacksburg's vendor list, Blacksburg Transit has determined the number of businesses that are ready, willing and able to bid for the types of work we will be contracting this year to be 2,524. We used the Virginia Unified Certification Program's List of Certified DBE Vendors (06/23/08) to determine that there are 60 DBE's that could be willing or able to meet our contracting needs. We went outside the immediate area due to potential consulting contracts in the coming year. We divided the number of DBE's by the number of all businesses on the Town of Blacksburg's vendor list to determine the Base Percentage for the Relative Availability of DBE's in Montgomery County, thereby producing a figure of .0238 or 2.38%.

$$60 \div 2,524 = .0238$$

Method 2

No disparity study has been conducted in our area. Past experience with DBE contracting has not been overly successful. We see no justification for adjustments to our base percentage for the relative availability of DBE's in Montgomery County. We will, however, endeavor to identify potential DBE firms and encourage them to certify through the Virginia Unified Certification Program.

Base Figure Calculation

Based on this criteria, Blacksburg Transit's base figure will serve as our 2009 DBE goal of 2.38%.

Attachment 6
Blacksburg Transit's signed UCP Recipients Agreement



Mark R. Warner
Governor

COMMONWEALTH of VIRGINIA

Edward L. Hamm, Jr.
Director

Department Of Minority Business Enterprise

200-202 N. Ninth Street, 11th Floor

Richmond, Virginia 23219

Michael J. Schewel
Secretary of Commerce and Trade

December 13, 2004

Dear Town Manager:

In 1999, the United States Department of Transportation implemented regulation (49 CFR Part 26.81) requiring all DOT funding recipients to participate in a Unified Certification Program (UCP). The UCP is responsible for making all certification decisions on behalf of all DOT recipients in the state with respect to participation in the DOT DBE Program. As a result, your local governing body was notified in 2003 of this requirement and requested to sign an agreement concurring with the decisions made by the Virginia Department of Transportation (VDOT) and/or Washington Metropolitan Airport Authority. Since that time, as part of the Governor's initiative on Small, Women and Minority (SWAM) procurement, the Disadvantaged Business Enterprise (DBE) certification program that was housed at VDOT has moved to the Virginia Department of Minority Business Enterprise (VDMBE) where all certifications, excluding Washington Metropolitan Airport Authority, will be performed. The VDOT will maintain oversight of the DBE certification process, but the actual certifications will be handled by VDMBE. Thus, the original UCP Agreement is being modified to reflect these changes.

If you are, have been, or plan to be a recipient of federal Department of Transportation funds, you are requested to sign in the space provided, acknowledging and concurring with this change. A copy of the UCP Agreement will be forwarded to you after final approval by the United States Department of Transportation.

Please sign and return by December 30, 2004. If you have questions concerning this request or the UCP process, please contact Doretha W. Davis at (804) 786-1718.

Sincerely,

Edward L. Hamm, Jr., Director
VDMBE

Concur:

Signature

GARY A. HUFF, TOWN MGR.

Printed Name & Title

12/17/04

Date