Regional Engineers

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Special Provision for Submission of Bidders List Information

January 10, 2025

This special provision was developed by the Bureau of Small Business Enterprises to require the Contractor, at the time of bid, to submit subcontractor information for all subcontractor quotes or bids received, in accordance with 49 CFR 26.11(c).

This special provision should be inserted into all contracts.

The districts should include the BDE Check Sheet marked with the applicable special provisions for the April 25, 2025 and subsequent lettings. The Project Coordination and Implementation Section will include a copy in the contract.

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# Submission of Bidders List Information (BDE)

Effective: January 2, 2025

In accordance with 49 CFR 26.11(c) all bidders for federally assisted contracts shall submit bidders list information with their bid or initial response to a procurement solicitation. Submission of the bidders list information is a material bidding requirement, and failure to comply with this requirement may render the bid non-responsive.

The bidders list information shall be provided for each firm from whom the bidder receives any bid as a subcontractor. This requirement is not limited to DBE subcontractor bids but applies to all DBE and non-DBE firms from whom the bidder has received a quote or bid to work as a subcontractor, whether or not the bidder has relied upon that bid in placing its bid as the prime contractor. The bidders list information shall contain the following.

(a) Firm name;

(b) Firm address including ZIP code;

(c) Firm's status as a DBE or non-DBE;

(d) Race and gender information for the firm's majority owner;

(e) NAICS code applicable to each scope of work the firm sought to perform in its bid;

(f) Age of the firm; and

(g) The annual gross receipts of the firm (this may be provided by indicating whether the firm’s annual gross receipts are less than $1 million; $1-3 million; $3-6 million; $6-10 million; etc.).

The bidders list information shall be submitted with the bid using the link provided within the “Integrated Contractor Exchange (iCX)” application of the Department’s “EBids System”.

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