



**City of Fort Worth  
Disadvantaged Business Enterprise Specifications  
SPECIAL INSTRUCTIONS FOR BIDDERS**

**APPLICATION OF POLICY**

**If the total dollar value of the contract is \$25,000 or more, the DBE goal is applicable. If the total dollar value of the contract is less than \$25,000, the DBE goal is not applicable.**

**POLICY STATEMENT**

It is the policy of the City of Fort Worth to ensure the full and equitable participation by Disadvantage Business Enterprises (DBE) in the procurement of all goods and services to the City on a contractual basis. The objective of the Policy is to increase the use of DBE firms to a level comparable to the availability of DBEs that provide goods and services directly or indirectly to the City. All requirements and regulations stated in the City's current Disadvantage Business Enterprise Program apply to this bid.

**DBE PROJECT GOALS**

The City's DBE goal on this project is \_\_\_\_\_% of the base bid value of the contract.

**COMPLIANCE TO BID SPECIFICATIONS**

On City contracts of \$25,000 or more, bidders are required to comply with the intent of the City's DBE program by either of the following:

1. Meet or exceed the above stated DBE goal, or;
2. Good Faith Effort documentation, or;
3. Waiver documentation, or;
4. Joint Venture.

**SUBMITTAL OF REQUIRED DOCUMENTATION**

The applicable documents **must** be received by the Managing Department, within the following times allocated, in order for the entire bid to be considered responsive to the specifications. **The Offeror shall deliver the DBE documentation in person to the appropriate employee of the managing department and obtain a date/time receipt. Such receipt shall be evidence that the City received the documentation in the time allocated. A faxed copy will not be accepted.**

1. Subcontractor Utilization Form, if goal is met or exceeded:		received by 5:00 p.m., five (5) City business days after the bid opening date, exclusive of the bid opening date.
2. Good Faith Effort and Subcontractor Utilization Form, if participation is less than stated goal:		received by 5:00 p.m., five (5) City business days after the bid opening date, exclusive of the bid opening date.
3. Good Faith Effort Form, if no participation:		received by 5:00 p.m., five (5) City business days after the bid opening date, exclusive of the bid opening date.
4. Prime Contractor Waiver Form:		received by 5:00 p.m., five (5) City business days after the bid opening date, exclusive of the bid opening date.
5. Joint Venture Form, if goal is met or exceeded:		received by 5:00 p.m., five (5) City business days after the bid opening date, exclusive of the bid opening date.

**FAILURE TO COMPLY WITH THE CITY'S DBE PROGRAM, WILL RESULT IN THE BID BEING**

**CONSIDERED NON-RESPONSIVE TO SPECIFICATIONS**

Any questions, please contact the M/WBE Office at (817) 392-6104.