CITY OF DALLAS
Department of Aviation
Pre-Bid/Proposal Form – Cover Memo

Bid Number: _____ **Project Name:** _____ **Company Name:** _____

The Department of Aviation Pre-Bid/Proposal Form is turned in with all bid documents and proposal packages and certifies that the bidder/proposer agrees to comply with the City of Dallas Business Inclusion and Development Plan (BID Plan).

Section I: Business Inclusion Affidavit

It is the policy of the City of Dallas to involve qualified Disadvantaged Business Enterprises (DBEs) to the greatest extent feasible on the City's construction, procurement, and professional services contracts. The BID Plan establishes subcontracting goals and requirements for all prospective bidder/proposer to ensure a reasonable degree of DBE business inclusion and participation in City contracts. By signing this section, the bidder/proposer agrees to comply with the City of Dallas BID Plan.

Section II: Historical Utilization

The purpose of this section is to show the bidder/proposer's recent history of utilizing DBE companies to complete contracts with municipalities. Historical Utilization is not limited to City of Dallas contracts, but should only include the last three projects performed with municipalities. If you have not done business with the City of Dallas or any other municipalities as a prime contractor, leave this section blank.

Section III: Team Make-up/Schedule of Work

The purpose of this section is to confirm the DBE participation percentage for the sub-contracting team that will be utilized for the anticipated project. In this section, the prime contractor will show their proposal to meet the established DBE subcontracting goal. This section should include all subcontractors, both DBEs and non-DBEs, and should also include the prime contractor's percentage. Contact the project manager if you require additional lists of DBE certified companies to perform scopes of work.

Once the contract has been awarded to the low bidder/most advantageous proposer, the prime contractor is expected to utilize the DBEs listed in this section.