

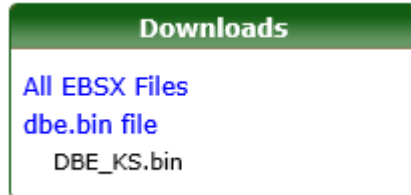
## HOW TO COMPLETE THE DBE CONTRACTOR'S GOALS

The following steps are intended to guide our Prime Contractors on how to complete the DBE Contractors' information and their associated dollar amounts for KDOT's contracts.

Please note:

- Only 60% of the amount paid to a DBE supplier, for materials, may be credited toward the DBE goal. **The 60% is automatically calculated; enter the full amount paid to a DBE supplier.**
- The lump sum amount bid for "Mobilization (DBE)" cannot exceed 10% of the total amount identified by the Contractor for each DBE. **Make sure this amount is not exceeded or the Secretary may reject your bid as non-responsive for failing to comply with a contract requirement by specification.**

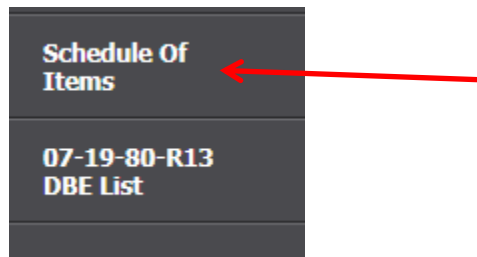
From the Bid Express, you must download both "All EBSX Files" and "DBE.BIN File" to the same location (or folder) on your PC.



Important: Do not use an older version of the "DBE.BIN File". You must redownload it for each letting to make sure you have the most current listing of KDOT's approved DBE Contractors. Contact KDOT Bureau of Construction & Materials, if you intend to use a DBE Contractor that is not on this listing.

### Preparing the EBSX folders:

1. First input all your unit prices in the "Schedule of Items".



(Figure 1)

2. Select the “DBE List” and click on the dropdown arrow for the “Name” and start typing the name of the DBE Contractor. The program automatically finds the name and fills out the “ID”. (Figure 2)
3. Select the applicable function under “Used As”.
4. For “NAICS Codes”:
  - a. **Important.** The **NAICS CODE MUST BE ENTERED** so your DBE dollar amounts are counted against the required DBE percentage.
  - b. A list of certified DBEs and their valid NAICS codes can be found in the DBE Directory at KDOT's website: <http://kdotapp.ksdot.org/dbecontractorlist>. Use the list to find and enter the code correctly.
5. Select “Show Items”.
  - a. Make sure that the DBE’s NAICS Code matches the bid item(s) they are qualified to perform.
  - b. To use the same DBE performing other work(s) under different NAICS Code, add them as many times as needed, following the above steps (2 thru 5).

AASHTOWare Project Bids Bid - 18Jul005.ebsx (0 Amendments) 599980005

FILE EDIT TOOLS VIEW HELP

95% Complete

**07-19-80-R13 DBE List**

NAME	SUPPLIER?	AMOUNT ENTERED	AMOUNT TOTAL	COMPLETE?
Delete Entry Clear Selection				

Total Entered:  or   
 Goal:  or   
 Goal Not Met

**DBE Entry List**

Name:  ID:

Address:

Used As:

NAICS Codes:

Bid Quote:

Note: The lump sum amount bid for "Mobilization(DBE)" cannot exceed 10% of the total amount identified by the contractor for each DBE.  
 Note: Only 60% of the amount paid to a DBE supplier, for materials, may be credited toward the DBE goal. The 60% is automatically calculated, please enter the full amount paid to a DBE supplier.  
 Note: A list of certified DBEs and their valid NAICS codes can be found in the DBE Directory at KDOT's website: "http://kdotapp.ksdot.org/dbecontractorlist/".

Show Items Add Entry Clear

(Figure 2)

6. Begin selecting each item for the DBE. Follow these steps for each condition. (Figure 3)

- a. **DBE doing the entire work**
  - i. Check the box next to the item(s).
  - ii. When done, select “Back”.

The screenshot shows the AASHTOWare Project Bids Bid - 18Jul005.ebsx (0 Amendments) 599980005 interface. The main title is "07-19-80-R13 DBE List Item" with "RF BEACHNER CONTRACTORS LLC" and "Items Total: \$2,000.00". The interface includes a menu bar (FILE, EDIT, TOOLS, VIEW, HELP), a toolbar with icons for file operations, and a sidebar with various project conditions. The main table lists items with columns for USE ITEM, LINE NUMBER, ITEM NUMBER, QUANTITY, UNIT, UNIT PRICE, and EXTENSION PRICE. Item 3, "TRAFFIC CONTROL", is selected with a checkmark. A "Back" button is circled in red. Below the table, there is a form for editing item details, including Line Number (3), Item Number (025324), Description (TRAFFIC CONTROL), Quantity (1.00), Unit (LS), Unit Price (2,000.00), and Extension Price (2,000.00). A Note field is also present.

USE ITEM	LINE NUMBER	ITEM NUMBER	QUANTITY	UNIT	UNIT PRICE	EXTENSION PRICE
<b>Section 01</b>						<b>\$2,000.00</b>
<b>COMMON ITEMS</b>						
<input type="checkbox"/>	1	011590	1.00	CUYD	35.000	\$35.00
<b>TEMPORARY SURFACING MATERIAL (AGGREGATE) (SET PRICE)</b>						
<input type="checkbox"/>	2	025323	1.00	LS	5,000.000	\$5,000.00
<b>MOBILIZATION</b>						
<input checked="" type="checkbox"/>	3	025324	1.00	LS	2,000.000	\$2,000.00
<b>TRAFFIC CONTROL</b>						
<input type="checkbox"/>	4	025361	1.00	LS	10,000.000	\$10,000.00
<b>CLEARING AND GRUBBING</b>						
<input type="checkbox"/>	5	070580	1.00	HOUR	25.000	\$25.00
<b>FLAGGER (SET PRICE)</b>						
<b>Section 02</b>						<b>\$0.00</b>
<b>106 VA 2655-16 ROAD ITEMS-DISTRICT 1</b>						

Line Number: 3      Item Number: 025324  
Description: TRAFFIC CONTROL  
Quantity: 1.00      Unit: LS  
Unit Price: 2,000.00      Extension Price: 2,000.00  
Note:

(Figure 3)

iii. Select “Add Entry” to populate the dollar amount. (Figure 4)

AASHTOWare Project Bids Bid - 18Jul005.ebsx (0 Amendments) 599980005

FILE EDIT TOOLS VIEW HELP

95% Complete

### 07-19-80-R13 DBE List

NAME	SUPPLIER?	AMOUNT ENTERED	AMOUNT TOTAL	COMPLETE?
RF BEACHNER CONTRACTORS LLC	Yes	\$2,000.00	\$1,200.00	Yes

Delete Entry Clear Selection

Total Entered:  or

Goal:  or

**Goal Not Met**

#### DBE Entry List

Name:  ID:

Address:

Used As:

NAICS Codes:

Bid Quote:

Note: The lump sum amount bid for "Mobilization(DBE)" cannot exceed 10% of the total amount identified by the contractor for each DBE.

Note: Only 60% of the amount paid to a DBE supplier, for materials, may be credited toward the DBE goal. The 60% is automatically calculated, please enter the full amount paid to a DBE supplier.

Note: A list of certified DBEs and their valid NAICS codes can be found in the DBE Directory at KDOT's website: "http://kdotapp.ksdot.org/dbecontractorlist/".

Show Items Add Entry Clear

(Figure 4)

- b. **DBE doing part of a work that is not paid as “LUMP SUM”** (Figure 5)
- Check the box next to the item(s) and enter the “Quantity” and the “Unit Price” that have been agreed upon with the DBE. The program automatically calculates the “Extension Price” which should match the dollar amount requested by the DBE. **Do not adjust any other fields.**
  - When done, select “Back”.
  - Select “Add Entry” to populate the dollar amount. (See Figure 4)

AASHTOWare Project Bids Bid - 18Jul005.ebsx (0 Amendments) 599980005

FILE EDIT TOOLS VIEW HELP

95% Complete

08-10-66: Noncollusion and History of Debarment

04-30-82: Financial Prequalification Amount

08-04-92: Contractual Services with a Legislator

04-26-90: Use of Federal Funds for Lobbying

10-10-00: Price Adjustment for Fuel

06-01-06: Price Adjustment for Asphalt Material

04-06-09: ITS Unit Cost

01-01-18: Smart Work Zone System

01-01-11: Tax Clearance Certificate

Schedule Of Items

07-19-80-R13 DBE List

Bid Bond

**Back**

**07-19-80-R13 DBE List Item** Items Total: \$18,150.00  
AMINO BROTHERS COMPANY INC

USE ITEM	LINE NUMBER	ITEM NUMBER	QUANTITY	UNIT	UNIT PRICE	EXTENSION PRICE
<b>Section 02</b>						<b>\$18,150.00</b>
<b>106 KA 3655-16 ROAD ITEMS-DISTRICT 1</b>						
<input type="checkbox"/>	6	022625	139.00	SQYD	250.000	\$34,750.00
	<b>SIDEWALK RAMP</b>					
<input type="checkbox"/>	7	024004	37.00	LNFT	50.000	\$1,850.00
	<b>HANDRAIL (METAL-GALVANIZED)</b>					
<input checked="" type="checkbox"/>	8	025026	363.00	SQYD	50.000	\$18,150.00
	<b>SIDEWALK CONSTRUCTION ( 4" ) (AE)</b>					
<input type="checkbox"/>	9	080353	4.00	SQYD	200.000	\$800.00
	<b>SIDEWALK RAMP (DETECTABLE WARNING)</b>					
<b>Section 03</b>						<b>\$0.00</b>
<b>106 KA 3655-16 TEMP PRJ WTR POL CTL- DISTRICT 1</b>						
<input type="checkbox"/>	10	070827	86.00	LNFT	10.000	\$860.00
	<b>TEMPORARY CONSTRUCTION</b>					

Line Number: 8 Item Number: 025026

Description: SIDEWALK CONSTRUCTION ( 4" ) (AE)

Quantity: 363.00 Unit: SQYD

Unit Price: 50.000 Extension Price: 18,150.00

Note:

(Figure 5)

- c. **“LUMP SUM” item that is paid to more than one DBE** (e.g. Mobilization). (Figure 6)
- Check the box next to the item(s) and enter **ONLY** the requested amount by the DBE (e.g. \$4,000) in the “Extension Price” field **without changing any other numbers**. The program automatically adjusts the quantity without changing your unit price. **Do not adjust any other fields**.
  - When done, select “Back”.
  - Select “Add Entry” to populate the dollar amount. (See Figure 4)
  - Follow the above steps (c.i thru c.iii) for all other DBEs.

AASHTOWare Project Bids Bid - 25Jul008.ebsx (0 Amendments) 599980008

FILE EDIT TOOLS VIEW HELP

21% Complete

Debarment

04-30-82: Financial Prequalification Amount

08-04-92: Contractual Services with a Legislator

04-26-90: Use of Federal Funds for Lobbying

08-08-01: Furnishing and Planting Plant Materials

06-01-06: Price Adjustment for Asphalt Material

08-31-09: Price Adjustment for Emulsified Asphalt

11-15-17: Electric Lighting System

01-01-11: Tax Clearance Certificate

Schedule Of Items

07-19-80-R13 DBE List

Bid Bond

**07-19-80-R13 DBE List Item** Items Total: \$3,000.00  
AMINO BROTHERS COMPANY INC

USE ITEM	LINE NUMBER	ITEM NUMBER	QUANTITY	UNIT	UNIT PRICE	EXTENSION PRICE
<b>Section 01</b>						
<b>COMMON ITEMS</b>						
<input type="checkbox"/>	1	025200	1.00	LS	5,000.000	\$5,000.00
<b>REMOVAL OF EXISTING STRUCTURES</b>						
<input type="checkbox"/>	2	025323	1.00	LS	1,000.000	\$1,000.00
<b>MOBILIZATION</b>						
<input type="checkbox"/>	3	025324	1.00	LS	500.000	\$500.00
<b>TRAFFIC CONTROL</b>						
<input type="checkbox"/>	4	070580	1.00	HOUR	25.000	\$25.00
<b>FLAGGER (SET PRICE)</b>						
<input checked="" type="checkbox"/>	5	070626	0.60	LS	5,000.000	\$3,000.00
<b>MOBILIZATION (DBE)</b>						
<b>Section 02</b>						
<b>STARTING ITEMS</b>						
Line Number	5		Item Number	070626		
Description:	MOBILIZATION (DBE)					
Quantity	0.60		Unit	LS		
Unit Price	5,000.000		Extension Price	3,000.00		
Note:						

(Figure 6)

d. **DBE bidding as Prime Contractor**


i. Follow steps 2 thru 5 and

i. select your own company

ii. under “Used As” select “**DBE as Prime**”

iii. and select the items you intend to do to satisfy the required DBE percentage goal.

e. **Error message** (Figure 7)

i. This icon  indicates that the amount entered for the DBE work exceeds the bid amount entered in “Schedule of Items” and needs to be corrected.

General

Back

**07-19-80-R13 DBE List Item** Items Total: \$5,000.00  
ALDERMAN ACRES MFG. INC.

USE ITEM	LINE NUMBER	ITEM NUMBER	QUANTITY	UNIT	UNIT PRICE	EXTENSION PRICE
Section 01						\$5,000.00
COMMON ITEMS						
<input type="checkbox"/>	1	025200	1.00	LS	5,000.000	\$5,000.00
REMOVAL OF EXISTING STRUCTURES						
<input type="checkbox"/>	2	025323	1.00	LS	1,000.000	\$1,000.00
MOBILIZATION						
<input type="checkbox"/>	3	025324	1.00	LS	500.000	\$500.00
TRAFFIC CONTROL						
<input type="checkbox"/>	4	070580	1.00	HOUR	25.000	\$25.00
FLAGGER (SET PRICE)						
<input checked="" type="checkbox"/>	5	070626	1.00	LS	5,000.000	\$5,000.00
MOBILIZATION (DBE)						
Section 02						\$0.00
STOPPING ITEMS						

Line Number: 5 Item Number: 070626

Description: MOBILIZATION (DBE)

Quantity: 1.00

Unit Price: 5,000.000

Extension Price: 5,000.000

Note:

**Quantity is over committed.**

(Figure 7)

7. **Zero Percent DBE Goal**: All federally funded contracts that have “zero” percent DBE goal will now have the “DBE list” folder in their EBSX. You are not required but you can voluntarily utilize DBE Contractors for these types of contracts.
- a. If you decide to **voluntarily use DBE Contractors**, then follow the procedures shown above.
  - b. If you **decide not to use any DBE Contractors**, then ignore “DBE list” folder.
8. Always remember to check for error before submitting your bid by clicking on the “Check Bid” icon and correct the error(s) in the log.

