



STATE OF ALASKA
 DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
 Civil Rights Office – DBE Program

BIDDER REGISTRATION

All firms are required to submit a Bidder’s Registration form before an Alaska Department of Transportation and Public Facilities (DOT&PF) project can be awarded. The Bidder Registration form must be submitted to the Civil Rights Officer (CRO) on an annual basis beginning January 1 and is valid thru December 31. Complete this form for each contractor and subcontractor. Firms will be listed on the bidder registration online directory <http://www.dot.state.ak.us/cvlrts/bidreg.shtml>.

Name of Firm: _____

Street Address: _____

Mailing Address: _____

Contact Name: _____

Telephone Number: _____

Fax number: _____

E-mail Address: _____

Date Firm was Established: _____

Is this firm a (check all that apply):

Prime Contractor?

Subcontractor?

Service Provider?

Material Supplier?

Manufacturer?

Certified DBE?*

Self-Certified SBE?*

Identify specialty: _____

Identify service: _____

Identify material: _____

Identify product: _____

*DBE-Disadvantaged Business Enterprise

*SBE- Small Business Enterprise *(Complete page 2 of this form)*

Firm’s gross annual receipts:

< \$500,000

\$500,000 - \$999,999

\$1,000,000 - \$4,999,999

\$5,000,000 - \$9,999,999

\$10,000,000 - \$16,999,999

> \$17,000,000

Type of contracts/proposals bid by the firm (check all that apply)

Highways Airports Mass Transit Alaska Marine Highway System

 Signature of Company Representative

 Title

 Date

Send this completed form to:
dot.cro.forms@alaska.gov

OR

You may fax your completed form to:
(907) 269-0847

If you have any questions, please call **(907) 269-0851**.

SMALL BUSINESS ENTERPRISE PROGRAM (SBE) SELF-REGISTRATION

Fostering Small Business Participation (SBE) (49 CFR 26.39):

To meet the requirements of 49 CFR 26.39, DOT&PF has implemented a Small Business Enterprise Program. This component is only applicable to federally funded projects.

[Complete the Section below only if you are a Self-Certified SBE Firm] All businesses wishing to be eligible as a SBE are required to submit a SBE Self-Registration form. The SBE Self-Registration form must be submitted on an annual basis beginning January 1 and is valid thru December 31.

In order to verify your firm's compliance with business size standards under 49 CFR 26.65(a)&(b) and 26.67(2)(i), **at the time of award** you will be required to submit the following documents:

- SBE Affidavit of Certification Eligibility
- Personal Net Worth Statement
- Past three years of your corporations and/or individual tax returns
- If not a certified DBE, please provide documentation that you are self-certified as a small business (please contact Procurement Technical Assistance Center (PTAC) at (907) 786-7258 if you require assistance on becoming a self-certified small business)

At time of award, send required documentation to:

DOT&PF Civil Rights Office Attn: Certification
PO Box 196900
Anchorage, Alaska 99519-690
Phone: (907) 269-0851
Fax: (907) 269-0847

A. SBE Directory Information

1. Can you verify at time of award that your firm's (including affiliates) last five year average annual gross receipts does not exceed the Small Business Administration (SBA) small business size standards found in [13 CFR part 121](#)? To find if your firm qualifies as small, use the SBA's [Size Standards Tool](#), or by referencing the SBA's [table of small business size standards](#).
**If you marked "No" you do not qualify for the SBE Program* Yes No
2. Can you verify at time of award that your firm's (including affiliates) last three year average annual gross receipts does not exceed the business size standards per [49 CFR 26.65\(b\)](#)?
**If you marked "No" you do not qualify for the SBE Program* Yes No
3. Can you verify at time of award that each individual owner of your firm does not exceed the personal net worth standards per [49 CFR 26.67\(2\)\(i\)](#)?
**If you marked "No" you do not qualify for the SBE Program* Yes No
4. Contact Info.

_____ Name of Firm	_____ Contact Name
_____ Telephone Number	_____ Fax Number
_____ Email Address	_____ Company Website