



ACDBE UTILIZATION PLAN

PROJECT TITLE: Management/Operation of Parking Facilities

TOTAL CONTRACT AMOUNT \$ _____ ACDBE Goal: 2.83%

Agreements with ACDBE firm(s) MUST be submitted within ten (10) days from receipt of notice to proceed

A	V	Name of ACDBE ^(**) Firm(s)	Scope of Work Detailed Description	\$ Amount	% of Total Contract

(If using more ACDBE firms, include them in separate notarized form)

Total \$ Amount of ACDBE _____ Total % _____

I certify that these identified services and costs were quoted by the ACDBE firm(s). If awarded this contract, our firm _____ (Phone No. _____) intends to enter into subcontract agreements with the ACDBE firm(s) listed for the services specified. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement or misrepresentation will result in appropriate sanctions under applicable Local, State or Federal laws.

Signature of Authorized Representative _____ Print/Type Name of Authorized Representative _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

Signature of Notary Public _____ State of _____, My Commission expires _____

[SEAL]

AIRPORT APPROVAL:

Signature _____ Date _____

FOR AIRPORT USE ONLY: (A) \$ _____
(V) \$ _____ Total % _____

Signature _____ Date _____

**APPLETON INTERNATIONAL AIRPORT
INSTRUCTIONS
FOR
UTILIZATION OF ACDBE FIRMS**

INSTRUCTIONS:

1. In accordance with the new DBE Regulations, 49 CFR 26, the Airport is tracking Assigned (Race Conscious) Goals for ACDBEs and Voluntary Utilization (Race Neutral) of DBE firms. Information reported on this form will be used to periodically adjust Race Conscious and Race Neutral components of the Airport's overall DBE goal.
2. For each ACDBE firm listed on this form, place an "X" in the appropriate column to indicate whether it will be used to meet Assigned [(A) Race Conscious Goal] and/or Voluntary [(V) Race Neutral Goal]. Any achievement above assigned goals should be reported as voluntary goal achievement. If you indicate that an ACDBE firm will be used to meet both Assigned (Race Conscious) and Voluntary (Race Neutral) goals, indicate the dollar amount attributable to assigned goals. Only the assigned portion of the ACDBE goal is an enforceable provision of the contract. It is important to report the use of ACDBEs on a voluntary basis since they count toward meeting the overall annual ACDBE goal. Failure to meet voluntary goals could result in an increase of assigned (Race Conscious) goals for future bids. Our objective is to capture all ACDBE achievement you generate.
3. If you have questions about filling out this form, please contact the Airport Office at (920) 832-5267.

ADDITIONAL INFORMATION/REQUIREMENTS:

CHANGE ORDERS: Any prime concessionaire receiving additional work on the contract in the form of change orders, etc., will be expected and required to increase the amount of ACDBE participation proportionally.

WRITTEN CONTRACTS WITH ACDBEs: In order to avoid problems at a later date, the Airport requires that prime concessionaire enter into an agreement with the ACDBE partner/service provider, spelling out specifically the work to be accomplished and for the dollar amount specified in this form. When the Airport reduces the amount of retainage, a like reduction should be retained from the payment to the AC DBE. ***By executing the above affidavit, your company is certifying, under oath, that you have had contact with the named ACDBE firm(s), that the ACDBE firm(s) will be hired, and that the ACDBE firm(s) will participate to the extent indicated in performance of the contract. VIOLATION OF THE TERMS OF THE AFFIDAVIT WILL BE GROUNDS FOR TERMINATION OF YOUR CONTRACT.***

ACDBE UTILIZATION REPORTS: Once the contract is awarded to the successful bidder, an ACDBE Utilization Report must be submitted with each quarter, even if no activity took place during the period being reported.

SUBSTITUTIONS, ACDBEs SUBCONTRACTING WORK: The prime contractor must submit a written request for substitution, specifying the reason for the request. Approval must be obtained prior to making substitutions. The prime concessionaire is required to notify and obtain approval from the Airport Office if the ACDBE partner will not self perform all the work and decides to subcontract work on this project.

PAYMENT APPLICATIONS: After contract award, ACDBE Utilization Reports ATW ACDBE -5 must be submitted with each and every Payment Application including invoices. These reports must cover the period from the start of the project to the end of each period covered by payment applications being submitted, until the end of the contract when the last payment application is submitted. The department contract administrator will reject payment applications that are not in compliance with this section.

IF YOU HAVE ANY PROBLEMS OR CONCERNS, PLEASE CONTACT THE AIRPORT OFFICE AT (920) 832-5267