



Examples of Common Errors Regarding Participation (Bidders)

Letter of Intent Common Errors:

Do Not roundup percentages to meet the assigned goal at any decimal place. (Example: 9.9% rounded up to 10%).

Do Not submit Letters of Intent late, incomplete or not signed by the bidder and the certified firm.

Do Not Forget to do a "Letter of Intent" for yourself, if you are a certified M/WBE, DBE or SBE Prime Contractor.

Do Not submit "Letters of Intent" which do not match the dollar amount and percentage level listed in the bid document at bid time.

For Projects with an M/WBE or SBE goal, Do Not list a firm, who is not currently certified with Division of Small Business Opportunity (DSBO) or whose certification has expired. An On-line Directory of DSBO certified firms is available at: <http://www.milehigh.com/business/do-business>

Do Not list a certified firm for a scope of work or supply that is not identified in the DSBO Directory.

For Projects with a DBE goal, Do Not list a DBE firm, who is not currently certified under the State of Colorado's, Unified Certification Program (UCP) or whose certification has expired. An On-line Directory of DBE certified firm is available at: http://www.dot.state.co.us/App_UCP/Index.cfm

Do Not list a certified firm for a scope of work or supply that is not identified in the UCP Directory.

Do Not list a Broker's participation which includes the cost of the materials or supplies; only the fees or commissions earned by the Broker can count toward meeting the goal.

Other Common Errors:

Do Not Forget that all DSBO certified Prime Contractors must list themselves on the Participation Page in the Bid documents.

Do Not Forget that DSBO certified Truckers are considered Brokers, if hauling materials to the site and can only charge for delivery fees. If hauling off the site, they can charge 100% of trip total. If using a Trucker for hauling both ways, list them twice (for each kind of hauling) on participation page and fill out two "Letters of Intent".

Do Not Forget when performing a good faith effort, the bidder must identify all areas of work they intend to self-perform and what portions of work/supply they will solicit. **For all work not self-performed, a DSBO certified firm must be solicited for participation.**

Do Not list a dollar range or percentage range of participation for a DSBO certified firm on the DSBO participation page in the bid documents. **Be Specific.** (Example: \$2560.00, not "approximately \$3,000.00" **OR** 11.8% not "10 to 12 %").