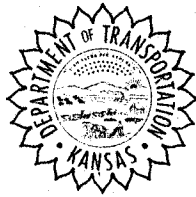


STATE OF KANSAS



KANSAS DEPARTMENT OF TRANSPORTATION

BUREAU OF LOCAL PROJECTS

Docking State Office Building

915 SW Harrison, Rm. 878S

Topeka, Kansas 66612-1568

Ph. (785) 296-3861 FAX (785) 296-2079

TTY (785) 296-3585

December 20, 2001

Bill Graves
Governor

E. Dean Carlson
Secretary of Transportation

Larry W. Emig, P.E.
Bureau Chief

Mr. Doug Brown, P.E.
City Engineer
8500 Santa Fe Drive
Overland Park, Kansas 66212

Dear Mr. Brown:

Subject: Revised DBE Reporting Requirements

The procedures for reporting the use of Disadvantaged Business Enterprises (DBE) on KDOT federal aid projects have been revised. A summary of the new requirements and copies of example documentation are attached. These new procedures will be effective on all federal aid projects let to contract after January 1, 2002, including those administered by the Local Public Authority. Please incorporate this information in your procedures. Feel free to contact me if you need any additional information or wish to discuss.

Sincerely,

Larry W. Emig, P.E., Chief
Bureau of Local Projects

Ronald J. Seitz, P.E., Asst. Chief
Technical Management Section

LWE:RJS:

Enclosure

c: Sandy Greenwell, Office of Engineering Support

Revised Reporting Requirements Effective 1-1-2002

1. Each DBE must accept subcontract offer in writing.

To document this, after award the letting agency sends letter to the DBE which the DBE signs and returns. See sample #1

2. Every subcontractor must be paid within 10 days of date the prime contractor was paid.

To document payment, contractor sends a monthly affidavit of payments to the letting agency. See sample #2.

3. Each month every DBE must document amount of work done and payment received.

To document DBE completes form sent with #1, after award, for each month work is performed or paid. See Sample #3

4. After award of each prime contract, letting agency must receive a copy of each signed subcontract.

5. At project close the letting agency should provide a summary report to KDOT. The information needed includes:

Name of contractor

Amount of prime contract

Name of each subcontractor, amount paid and work performed.

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Bureau of Local Projects