SAMPLE REQUEST FOR DBE CREDIT FOR DBE NON-SUBCONTRACTOR

This letter is required to give prime contractors the correct DBE credit for DBE firms who are not subcontractors. Prepare a letter using this format ONLY for DBE goal credit for hauling or supply materials.

(CONSTRUCTION ENGINEER)
(KDOT FIELD OFFICE)

Dear (CONSTRUCTION ENGINEER):

Subject: (PROJECT NUMBER)  
(Contract Number)  
Request for DBE MATERIAL \ SUPPLY \ HAULING)

DBE Company: (NAME OF DBE COMPANY)

Address: (ADDRESS FOR THE DBE)

Contract Line:  
Item Code:  
Quantity:  
Unit Measure:  
Item Description:  
Unit Price:  
Actual Amount to be paid to DBE  
DBE Credit Amount 60% or 100% - State which used  

Remarks:  

Signature: (Company Officer)  

(ADDRESS FOR PRIME CONTRACTOR)