

## DBE Affidavits Errors & Tips Guide

### Errors and Tips

- Incorrect or missing NAICS Code
  - Search Firm Directory and obtain NAICS Code at: <https://utracs.azdot.gov/Search> - Search directory by name and click on Profile to find code under *DBE/ACDBE Certified NAICS and Descriptions* section
- Incorrect or missing Bid Item number(s)
  - Identify bid item number(s) associated with work to be performed
  - Too many bid items to fit on form – put “see attached” on form and attach list of bid items and work description on a separate page
  - Mark “Yes” or “No” to indicate if the DBE subcontractor is completing part of the identified Bid Item or the entire item
- Total dollars in “Unit Price or Lump Sum Bid” section on form 3105C do not match total dollars on attachment (if used)
  - Double-check total dollar value on attached list of bid items/work descriptions to ensure it matches “Total Minimum Contract Amount” on form
- Description / Scope does not match NAICS code or Bid Item number
  - Ensure NAICS code and Bid Item number match the description/scope of work identified on Form 3105C. Ensure the NAICS code is included in the subcontractor’s DBE certification (see above)
- Items #2 - #5 on Form 3105C are filled out incorrectly
  - #2 only applies to “Trucking” DBE’s - if the DBE subcontractor is not performing trucking services, all lines in this section should remain “0”
  - #3 only applies to “Brokers” and should be left as “0” unless the DBE credit is for fees associated with a DBE Broker
  - #4 should be left as “0” unless the DBE subcontractor is subcontracting part of their work to a non-DBE lower-tier subcontractor
  - #5 should be left as “0” unless the DBE subcontractor is subcontracting part of their work to another DBE lower-tier subcontractor
- “Total DBE Credit Dollar Value” on Form 3105C for each subcontractor does not match the “Total DBE Credit Dollar Value” (Column E) for the same subcontractor on Form 3106C
  - Double-check both numbers to make sure they match
- No signature on forms
  - Form 3105C must be signed by an officer of the DBE firm and Form 3106C must be signed by an authorized representative of the prime contractor - Electronic signatures are acceptable