



INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

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Michael R. Pence, Governor
Brandye Hendrickson, Interim
Commissioner

Memorandum

To: INDOT Contractors

From: Heather Kennedy *HK*
Acting Director of Economic Opportunity and Prequalification Division

Date: 7/31/2013

Re: Counting DBE Credit for INDOT Field Offices

Please be advised that due to a recent directive from the Federal Highway Administration (FHWA), INDOT has reclassified how it will count DBE participation for the "Field Office" pay item. This replaces previous communications on the DBE utilization of field offices, including the August 8, 2010 Memorandum. Effective for the August 7, 2013 letting, INDOT will now consider field office providers that are currently certified as DBEs as either a service provider or a broker, rather than a regular dealer-supplier at 60%.

If a DBE subcontractor delivers their own trailers to a job site, they are classified as a service provider and 100% of the rental rate, delivery, set-up, maintenance, and associated charges of the service are eligible for DBE credit. On the Affirmative Action Certification (AAC), please note the field office service providers as lessors. However, if a DBE subcontractor delivers trailers from a non-DBE that they do not own, they are classified as a broker and 7% of the rental rate, delivery, set-up, maintenance, and associated charges are eligible for DBE credit. On the AAC, please note the broker as a broker at 7% of the bidder's quote.

Prime contractors can check INDOT's DBE directory to determine how INDOT classifies a particular DBE and therefore how much DBE participation credit INDOT will allow the prime contractor to receive for use of a particular DBE. You may also contact INDOT's Economic Opportunity Division at (317) 234-8008 with any questions regarding a DBE's status.