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GUIDE FOR DISADVANTAGED BUSINESS ENTERPRISES (DBE) JOINT BUSINESS GUIDE

Welcome we are actively pursuing partnerships with our company. AZ Civil Constructors is an independent corporation and we look forward to a productive partnership with you. Together we will work to create a world class building company we're committed to providing high-quality jobs and working with local vendors and service providers for our procurement needs whenever possible, and we're committed to workforce diversity, because we believe that employing people with different backgrounds and experiences makes us a better, stronger organization. This joint business guide is intended to provide small, certified Disadvantaged Business Enterprises with important information about pursuing a relationship as a supplier or service provider to AZ Civil Constructors . This guide is organized into four (4) sections covering important topics such as how to obtain DBE certification if you do not currently have it. We also provide information on the type of materials, supplies and services for which we enter into sub-contracts, and information about our outreach, training and technical assistance events. **OVERVIEW OF DBE PROGRAM** • AZ Civil Constructors DBE program was established in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26, and with the NDOT DBE Program and Policy. It is the policy of AZ Civil Constructors to insure that DBEs, as defined in part 26, have an equal opportunity to compete for and participate in AZ Civil Constructors contracts. It is also our policy to insure nondiscrimination in the award and administration of all contracts. • AZ Civil Constructors DBE program was designed to create a level playing field on which DBEs can compete fairly for contracts to insure that the DBE program is narrowly tailored in accordance with applicable law o To insure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs and to help remove barriers to the participation of DBEs in AZ Civil Constructor's contracts and to assist DBE firms in becoming more competitive and encouraging Minority Business Enterprises (MBE) or Women's Business Enterprises (WBE) to actively participate in contracting process. Firms wishing to seek DBE certification please contact Nevada Department of Transportation External Civil Rights Division 600 S. Grand Central Pkwy. Las Vegas, NV 89106 (702) 730-3316

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. What is a DBE? A DBE is a for-profit small business where one or more socially and economically disadvantaged persons own at least a 51 percent interest and control management and daily business operations. African Americans, Hispanics, Native Americans, Asian and Pacific Islanders and Subcontinent Asian Americans and Women are presumed to be socially and economically disadvantaged. Persons who are not minorities but who are socially and economically disadvantaged can also qualify on a case-by-case basis by demonstrating longstanding, chronic and substantial disadvantage.

2. What does DBE Certification mean? DBE Certification is a Federal designation used in conjunction with U.S. Department of Transportation (DOT)-funded projects and contracts. It is a process by which the DOT supplier Diversity Office (SDO) reviews and investigates applicants who seek to participate in business opportunities to determine that they meet the requirements of the DBE Regulation.

3. I have WBE or MBE Certification. Why do I need to obtain DBE certification? To participate in business opportunities with federally funded U.S. Department of Transportation-funded contracts, you must apply for DBE Certification. If you wish to qualify for DBE status please contact the Nevada Supplier Diversity Office to request information on the DBE certification process.

4. What is AZ Civil Constructors commitment to DBE? AZ Civil Constructors is committed to diversity and corporate responsibility to the communities we serve. One of the ways we demonstrate this is through our DBE Program where we purchase goods and services from disadvantaged business enterprises. In doing so, we create diversity in our supplier base, enrich our service communities economically and strengthen our business relationships.

5. What does the term tier-two supplier mean? The term “tier-two” or “second-tier” refers to DBE certified suppliers who provide AZ Civil Constructors with products or services through another supplier, often referred to as the “first-tier” or “prime.” AZ Civil Constructors is committed to working with our prime suppliers to create opportunities, where possible, for qualified DBEs as second-tier suppliers.

6. Does AZ Civil Constructors guarantee contracts for all DBE suppliers? AZ Civil Constructors does not guarantee contracts to any company, regardless of their DBE status. AZ Civil Constructors is committed to providing opportunities for DBEs to compete for and to participate in contract opportunities.

7. What type of contracts are available for DBE companies? AZ Civil Constructors offers a wide array of contract opportunities for DBE companies. Examples include accounting services, catering, cleaning, printing, inspection services, environmental consulting, welding, recycling, supplying equipment and materials, and much more. A complete list of the goods and services for which AZ Civil Constructors awards contracts appears below.

8. Once certified, can a DBE firm be assured of getting contracts and subcontracts? While certification does not guarantee that a DBE will win contracts, it does enhance a DBE’s exposure to prime contractors and the business community. To be successful in winning business, a firm must market itself as any business would.

9. What is expected of the DBE once a contract is awarded? All firms are expected to meet performance standards as established by contracts specifications. This relates to the quality of work, the timely submission of required information, and compliance with applicable regulations and laws. Once a DBE has been awarded a prime, sub or lower tier contract, the DBE is responsible for submitting verification of all payments received to the contracting agency. This includes the amount of payment and date received.

10. Where can I find information on upcoming contract opportunities? Visit our web page often for notices of contract opportunities and additional training and outreach events sponsored by AZ Civil Constructors.

CERTIFICATION DOCUMENTS AND RESPONSIBILITIES OF BEING A SUPPLIER OR SERVICE PROVIDER TO AZ CIVIL CONSTRUCTORS

- Maintain up-to-date certification as a DBE and submit all required documentation to AZ Civil Constructors to participate as a vendor, including:
 - o Your current certification letter
 - o Affidavit of certification
 - o A letter of intent to do business with AZ Civil Constructors
- Perform work for which you are certified, according to NAICS code. If you perform work for which you do not have an assigned NAICS code, your work cannot qualify as part of our DBE procurement. Please inform Steven Palacios, DBE Compliance Officer, if you are asked to perform work that is beyond the NAICS codes for which you qualify.
- Register with AZ Civil Constructors via our web portal for DBE registration. At www.AZCivilConstructors.com, you will find a tab for our DBE Program. When you click on that tab, it will take you to the DBE Programs page and you will find a registration portal that will take you to a registration form. Please complete the form and submit. By registering with AZ Civil Constructors this way, you will automatically receive announcements about upcoming outreach events and our training and educational events on building your capacity as a small business.
- Comply with all relevant legislation at all times, including employment law and health and safety regulations that are required by Federal regulations, environmental and safety codes.
- Agree to adhere to safety regulations and to participate in safety training and certification as required by AZ Civil Constructors.
- Commitment to EEO in your recruitment and hiring process. You must review and sign the AZ Civil Constructors EEO/AA policy
- Read and sign AZ Civil Constructors EEO and AA policy, agreeing to non-discrimination in hiring.
- Ensure that you work in partnership with any Tier 2 suppliers and subcontractors that you use, and commitment to prompt payment requirements for these subcontractors. Important contact information Steven Palacios, Director of EEO, Diversity and DBE Management at Stevenp@azcivilconstructors.com 702-366-0567 Steven Palacios, DBE Compliance and EEO Manager Steven Palacios, Manager of Procurement and Materials and SUPPLIERS,

MANUFACTURERS AND SERVICE PROVIDERS USED BY AZ Civil Constructors

- Safety/Security systems and products
- Catering
- IT purchases and services, including cyber security
- Document scanning
- Fuel (for non-revenue vehicles)
- Office supplies and services
- Building materials
- Vehicle components and component rebuilds
- Permitting
- Escalator/elevator inspections and maintenance
- Supply of parts, lubricants, materials, etc.
- Professional engineering services - includes work development, project management, and construction support
- Translation services
- Safety and quality plan development
- Regulatory compliance programs
- Audit services
- Uniforms
- Industrial facility supplies and services
- Right-of-Way signal maintenance
- Landscaping and landscape maintenance - includes snow removal and paving
- Environmental services - hazardous waste management, inspections and compliance
- Industrial facility supplies and services- includes management, repairs and installations
- Training
- Trucking (for material purchases)
- Printing and graphics
- Pest control
- Temporary personnel
- Policy, procedure and maintenance manuals
- EEO management services and consulting
- drug/alcohol testing
- Medical exams
- Waste management
- Site preparation
- Legal services
- Accounting
- Miscellaneous construction
- Overhead crane and “jib” crane inspections
- Inspection and repair of drop tables, lift systems and portable jacks
- Environmental cleanup
- Removal of industrial and hazardous wastes (used lube oil, etc.)
- Removal of non-hazardous wastes and metal
- Scrapping of obsolete equipment (trucks, passenger and equipment)
- Inspection and maintenance of specialized highway vehicles
- Testing of lube oil and other fluids
- “On-call” specialty testing and failure analysis services
- Fuel and lube oil Delivery- Storage Tanks
- Janitorial Supplies for Cleaning and for Building
- Safety equipment (PPE, safety signage, fire extinguishers, etc.)
- Fire and life safety inspections
- Security services at shop entrances – Includes MOW
- Cleaning of shop office space

PROMPT PAYMENT POLICY AZ Civil Constructors agrees to pay subcontractors within thirty (30) calendar days of the receipt of all invoices unless there is a genuine dispute as to the amount owed. For a complete text of our Prompt Payment Policy please contact steven palacios as noted above for a copy of the entire policy.