



**DBE UNAVAILABILITY CERTIFICATE**

I, \_\_\_\_\_ (Title) of \_\_\_\_\_  
\_\_\_\_\_ (Prime or general bidder/proposer) certify that on \_\_\_\_\_ (Date),  
I contacted the following DBE contractor to obtain a bid/proposal for items to be performed on NICTD's  
\_\_\_\_\_ (Name of Project).

**FORM OF BID SOUGHT:**

<u>DBE CONTRACTOR</u>	<u>WORK ITEMS SOUGHT</u>	(i.e., Unit Price MATERIAL & LABOR, LABOR ONLY ETC.)
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To the best of my knowledge and belief, said DBE contractor was unavailable for work on this project or  
unable to prepare a bid/proposal for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Printed/Typed Name Date

To: \_\_\_\_\_ (Prime/general bidder)  
From: \_\_\_\_\_ (DBE Contractor)  
My firm \_\_\_\_\_ was offered an opportunity to bid on  
\_\_\_\_\_ (Identified work) by \_\_\_\_\_  
\_\_\_\_\_ (Prime/general bidder) on \_\_\_\_\_ (Date). The  
above statement is a true and accurate account of why I did not submit a bid/proposal on this project.

\_\_\_\_\_  
Signature of DBE Contractor Title

\_\_\_\_\_  
Printed/ Typed Name Date