



**DEPARTMENT OF PUBLIC WORKS  
Sidewalk Participation & SINR Contracts**

Date: 9/16/2021

**IMPORTANT NOTES FOR BIDDING DOCUMENTS:**

1. **SUBCONTRACTOR UTILIZATION STATEMENT:**  
Make sure Sections III, IV & V are completely filled out with adequate information for the city to verify efforts to use DBE Contractors, use extra pages if needed. The Council wants to see what effort was made to utilize DBE Contractors on projects.
2. **MBE/WBE PARTICIPATION WAIVER:**  
Make sure to provide adequate supporting documentation or detailed explanation if a waiver is requested.
3. The city expects every effort be made to meet the workforce goals for the contract. When forwarding contracts to council for approval, public works attaches information on how goals were met on previous projects.