Charlotte·Douglas INTERNATIONAL AIRPORT

Disadvantaged Business Enterprise Program

DBE Form 2: Solicitation Form

(an excel spreadsheet with the same information can be used in lieu of this form)
Copy this side of Form 2 as needed, to document DBE contacts.

v.9.10.14

Bidder Name:		Bid Date:	
Project Name:			
Project Number:			

DBE Firm:			Contact Person:			
Scope of Work:			NAICS Code:			
Initial Contact:	*Date*:	*Method*: ☐ Email	☐ Fax	☐ Mail	☐ Courier	
Follow-up:	*Date*:	*Method*: ☐ Phone	☐ In person			
Response:	☐ No response	☐ Not bidding	☐ Is bidding $_____	☐ Other (*explain*)		
Selected?	☐ YES	☐ NO. If not, why?				
DBE Firm:			Contact Person:			
Scope of Work:			NAICS Code:			
Initial Contact:	*Date*:	*Method*: ☐ Email	☐ Fax	☐ Mail	☐ Courier	
Follow-up:	*Date*:	*Method*: ☐ Phone	☐ In person			
Response:	☐ No response	☐ Not bidding	☐ Is bidding $_____	☐ Other (*explain*)		
Selected?	☐ YES	☐ NO. If not, Why?				
DBE Firm:			Contact Person:			
Scope of Work:			NAICS Code:			
Initial Contact:	*Date*:	*Method*: ☐ Email	☐ Fax	☐ Mail	☐ Courier	
Follow-up:	*Date*:	*Method*: ☐ Phone	☐ In person			
Response:	☐ No response	☐ Not bidding	☐ Is bidding $_____	☐ Other (*explain*)		
Selected?	☐ YES	☐ NO. If not, why?				
DBE Firm:			Contact Person:			
Scope of Work:			NAICS Code:			
Initial Contact:	*Date*:	*Method*: ☐ Email	☐ Fax	☐ Mail	☐ Courier	
Follow-up:	*Date*:	*Method*: ☐ Phone	☐ In person			
Response:	☐ No response	☐ Not bidding	☐ Is bidding $_____	☐ Other (*explain*)		
Selected?	☐ YES	☐ NO. If not, why?				

Company

Signature of Authorized Official | Title | Submittal Date