



**MoDOT Disadvantaged Business Enterprise
(DBE) Job-Site Review
Commercially Useful Function (CUF) Determination**

Project Name and Number: _____

Prime Contractor: _____

DBE Firm's Name: _____

DBE Firm Type of Operation: _____

Contractor: _____ Trucker: _____ Supplier: _____ Broker: _____

Date Contract/Subcontract/Agreement Approved: _____

Start Date(s) of DBE's Work: _____ Date DBE to Complete Work: _____

Date of Review: _____

Describe the type of work observed:

Check off each item used in the conducting of this review. The documents checked need not be attached to the review report but should be filed with the report for easy reference if needed. If the answer is "no" to any of the following questions provided, an explanation should be in the general notes at the end of the report.

Name of the DBE representative: _____

DBE representative reports to: _____

A. On site DBE Contractor

1. Management

- a. Is there a signed contract between the Prime Contractor and DBE Subcontractor? Yes _____ No _____
- b. Has the on-site representative been identified as an employee of the DBE? Yes _____ No _____
- c. Has this individual ever shown up on any other contractor's payroll? Yes _____ No _____
- d. Does the DBE on-site representative effectively manage the jobsite without interference from any other non-DBE contractors? Yes _____ No _____
- e. Who does the DBE on-site representative contact for hiring, firing, or modifying the contract? _____
- f. Has the DBE owner been present on the jobsite? Yes _____ No _____
- g. Does the DBE appear to have control over methods of work on its contract items? Yes _____ No _____
- h. Is the DBE maintaining its own payroll? Yes _____ No _____
- i. Who prepares the DBE's certified payroll? _____
- j. Is the DBE actually scheduling work activities, material deliveries and other related actions required for prosecution of the work? Yes _____ No _____
- k. Did the DBE sublet any items or portions of the work to any other firm? Yes _____ No _____ If yes, what percent was sublet? _____
Name of the firm: _____

2. Equipment:

a. List the major self-propelled equipment used by the DBE: _____

b. Does the equipment have the DBE's markings or emblems?
Yes _____ No _____

If another firm's markings are discernable, note the name: _____

c. Is the DBE's equipment Owned _____? Leased from: _____

d. If leased, is there a formal agreement identifying the terms and parties?
Yes _____ No _____

e. Is the equipment under the direct supervision of the DBE?
Yes _____ No _____

f. Is the operator of the leased equipment the DBE's employee?
Yes _____ No _____
If not, whose employee is it? _____

3. Workforce:

a. List the names of DBE's crew as observed during the operation described above:

b. Has any of this crew shown up on any other payroll on this project?
Yes _____ No _____

4. Materials:

- a. Is the DBE performing both furnish and install?
Yes _____ No _____
- b. Is the quality of the materials controlled by the DBE?
Yes _____ No _____
- c. Who makes arrangements for delivery of materials? _____
- d. Material invoices made out to: _____
- e. Who scheduled delivery of materials? _____
- f. In whose name are materials shipped? _____
- g. Does the prime contractor direct who the DBE is to obtain the material from? Yes _____ No _____
- h. Whose employees unload the delivery trucks? _____
- i. If two party checks are used, who are the parties identified as payable to? (ECR Only) _____

5. Performance:

- a. Does the DBE appear to have control over methods of work on its contract items? Yes _____ No _____
- b. Has any other contractor performed any amount of work specified in the DBE contract? Yes _____ No _____

B. Suppliers and Brokers:

- a. Does the regular dealer have an established storage facility and inventory? Yes _____ No _____
- b. Does the dealer have a business that sells to the public on a routine basis in the product being supplied? Yes _____ No _____

- c. Does the business stock the product for the use on the project as a normal stock item? Yes _____ No _____
- d. Is the quality of the materials controlled by the DBE? Yes _____
No _____
- e. In whose name are the materials shipped?

- f. Who is delivering and unloading the material?

- g. Does the distribution equipment used in delivering the product belong to the DBE? Yes _____ No _____ Is it owned or leased? Yes _____ No _____
- h. Is the primary function of the business to manufacture construction products?
Yes _____ No _____
- i. Does the business stock the product altered for this project as a normal stock item? Yes _____ No _____

Commercially Useful Function Determination

Does the DBE subcontractor appear to have control over methods of work on its contract items? Yes____ No_____

Based upon this review, do you believe this DBE contractor is an independent business, is executing a distinct element of work, and is actually performing, managing, and supervising the work specified in the DBE's contract? Yes___ No _____

If a CUF is not being performed by the DBE subcontractor, what action was taken to correct the deficiency?

Did the action taken, described in above, correct the deficiency?
Yes _____ No _____

Reviewed By	Title	Date
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Distribution: Resident Engineer

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