

**MBE UNAVAILABILITY FORM**

_____ PRIME CONTRACTOR	
_____ PROJECT NAME	_____ SOLICITATION NO.
CONTACTED CERTIFIED MINORITY BUSINESS	
_____ MBE FIRM	_____ MDOT MBE NO.
SEEKING TO OBTAIN A BID FOR	
_____ WORK/SERVICES NEEDED	_____ NAICS OR SIC CODES
SAID MBE FIRM, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS UNAVAILABLE FOR WORK/SERVICES IN RELATION TO THE ABOVE PROJECT, OR IS UNABLE TO PREPARE A BID FOR THE FOLLOWING REASON(S):	
_____ REASON(S)	_____ MBE FIRM NAME
_____ REASON(S) AUTHORIZED	_____ IF POSSIBLE, SIGNATURE OF MBE FIRM REPRESENTATIVE
_____ PRINTED NAME & TITLE	_____ DATE
I HEREBY CERTIFY THAT THE ABOVE MINORITY BUSINESS ENTERPRISE WAS OFFERED AN OPPORTUNITY TO BID ON THE ABOVE PROJECT BY THE ABOVE PRIME CONTRACTOR. THIS STATEMENT IS A TRUE ACCOUNT OF WHY THE ABOVE MBE FIRM DID NOT SUBMIT A BID ON THE ABOVE PROJECT	
_____ PRIME CONTRACTOR FIRM NAME	
_____ SIGNATURE OF AUTHORIZED REPRESENTATIVE	_____ DATE
_____ PRINTED NAME & TITLE	

**If Applicable, Submit this Unavailability Form with any MBE Waiver Request, for Each MBE that is Not Available to Perform, within 10 Working Days of Notification of Apparent Awardee**