

Washington Metropolitan Area Transit Authority

Commercially Useful Functions Checklist

****Attach Photos if available****

Date of site visit: ____/____/____ Compliance Specialist:

DBE firm:

DBE work category:		Subcontractor		Manufacturer		Trucking
		Prime		Regular Dealer		Broker

Address / Location of site visit:

DBE scope of work:

Describe the type of work observed:

DBE Contract List

Contract No.	Contract Title	Prime Contractor	DBE Start Date	DBE End Date

If the answer to any of the following is "No" or "N/A", provide an explanation in the general notes section below.

Management

Name of on-site representative:	Yes	No	N/A
Is the DBE firm managing, performing, scheduling work activities, material deliveries and supervising their scope of work independently? (Verify there is no interference from any other firm):			

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Subcontractor Compliance Review Form
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Are the employees on the DBE firm's certified payroll exclusive to the DBE firm? (Verify the DBE firm is not sharing employees with DBE firm or any other firm on the contract)			
Does the DBE firm appear to have control over methods of work on its contract items?			
Is the DBE firm performing 100% of their scope of work?			
If no, what % was sublet?: Name of the firm(s):			
Equipment			
	Yes	No	N/A
Is the DBE firm only using equipment it owns, rents, or leases ?			
Does the equipment have the DBE firm's markings or emblems? If no, note the marking(s) or emblem(s):			
Is the operator of the equipment the DBE firm's employee? If not, who does the operator work for?			
Materials (Furnish & Install)			
	Yes	No	N/A
Does the DBE name appear on all invoices, hauling tickets, and/or bills or lading ?			
Manufacturers			
	Yes	No	N/A
Is the primary function of the DBE firm to manufacture products?			
Does the DBE firm stock the product which was altered specifically for this project as a normal stock item?			
Regular Dealers			
	Yes	No	N/A

Does the DBE firm have an established storage facility and inventory?				
Does the DBE firm have a business that sells the product being supplied to the public on a routine basis?				
Does the DBE firm stock the product which was altered specifically for this project as a normal stock item?				
Trucking Firm				
		Yes	No	N/A
Does the DBE firm own or lease the trucks? (if so, obtain verification of ownership or lease documents in the name of the DBE firm).				
Does the DBE employ drivers for trucks owned by the company ? (if leased with operators, this should be indicated in the agreement).				
If leased, is there a formal agreement identifying the terms and parties involved?				
Is the DBE firm responsible for scheduling and managing trucking operation?				
Signatures				
Compliance Specialist Printed Name	Signature	Date		
Diversity Manager Printed Name	Signature	Date		
General Notes:				