



THE CITY OF  
**DAVENPORT**  
IOWA | USA

# Small Business & DBE Workshop

November 18, 2021 | Fairmount Library

# Purchasing Division



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# Bidding with the City of Davenport

# Bids from 2021

- Tree Removal
- Line Painting
- Demolitions
- Maintenance/Repairs
- Signs
- Office Furniture
- Masonry Work
- Snow Removal
- Painting
- Playgrounds
- Computer Equipment
- Vehicles
- Construction
- Resurfacing
- Pest Control
- Lighting
- Fencing
- Flooring

# E-Bidding System

- IonWave
  - How to access open bids
  - How to register
  - How to submit a bid

# E-Bidding System

- <https://davenport.ionwave.net>

The screenshot displays the City of Davenport's e-Bidding website. At the top center, the City of Davenport logo is shown with the text "THE CITY OF DAVENPORT IOWA | USA". Below the logo, a white banner reads "Welcome to the City of Davenport's e-Bidding site!". To the right of the banner is a login and registration section. It includes a "Login" form with fields for "User Name" and "Password", a "Login" button, and a "Trouble Logging In?" link. Next to the login form is a blue box with a user icon and a "Supplier Registration" button. Below these elements are six white buttons with blue icons and text: "Current Bids" (document icon), "Closed Bids" (checkered flag icon), "Awarded Bids" (trophy icon), "Non Awarded Bids" (document with X icon), "Active Contracts" (document with checkmark icon), and "City of Davenport IA" (www icon with mouse cursor). At the bottom center, the text "Powered By IONWAVE technologies" is displayed. A footer at the very bottom contains the text: "Browser Requirements | Use of website indicates agreement with Terms of Use | Version 2021.08.01 [Production] | © 2021 Ion Wave Technologies, Inc."

# Bidding Process

- Invitation to bid
  - Bids are sealed until the bid close date
  - Bid tabulation is posted within 24 hours of bid close
  - Bid tabulation is sent to project manager for review and award
  - If cost is over \$50,000 the award must be approved by City Council
    - Two week cycle
  - Award is processed in IonWave
    - Awarded supplier will receive an award email
    - Other supplier will receive a non-award email
  - If applicable a contract will be sent
  - Project manager will contact vendor with a purchase order number

# Bidding Process

- Request for Proposal/Qualifications
  - Proposals are sealed until the close date
  - Proposal tabulation showing respondents is posted within 24 hours of close
  - Proposals are sent to evaluation team for scoring
  - Interviews may be conducted with vendors
  - Project manager reviews evaluations and selects supplier for award
  - If cost is over \$50,000 the award must be approved by City Council
    - Two week cycle
  - Award is processed in IonWave
    - Awarded supplier will receive an award email
    - Other supplier will receive a non-award email
  - If applicable a contract will be sent/services contract will be drafted
  - Project manager will contact vendor with purchase order number





# Disadvantaged Business Enterprise

# What is a DBE

- Disadvantaged Business Enterprise
  - For-profit small business in which a socially and economically disadvantaged individual owns at least a 51% interest and controls management and daily business operations
    - Must meet the Small Business Administration size criteria AND annual gross receipts must not exceed \$23.98 million
    - African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women
    - Others can qualify on a case-by-case basis
      - To be regarded as economically disadvantaged, an individual's personal net worth must not exceed \$1.32 million
  - These metrics are set by the US Department of Transportation. The City of Davenport does not set these standards and has no part in the DBE designation process.

# Why is DBE designation important?

- U.S. Department of Transportation regulations require state and local transportation agencies that receive DOT financial assistance to establish goals for the participation of DBEs.
  - Iowa DOT requirements for DBE participation
    - 6.03% of all Federal Highway Administration contracts
    - .15% of all Federal Transit Administration contracts
- The goal DBE program is to level the playing field by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts.

# How to achieve DBE designation

- To participate in the DBE program, businesses *must* receive DBE certification
  - Through the Iowa DOT, Administered by the Civil Rights Bureau
- Application can be accessed through the Iowa DOT website
  - <https://iowadot.gov/civilrights/disadvantaged-business-enterprise-program-dbe/dbe-program>
  - “DBE Uniform Certification Application”

# How to achieve DBE designation

- “How to Become a Certified DBE”
  - Iowa State Extension Office
  - Iowa Department of Transportation
  - <https://www.youtube.com/watch?v=GrmwhPyu5lo>



# Resources to help

- The Iowa DOT offers supportive services to assist DBE-certified companies, including certified public accountant financial assistance.
- DBE SUPPORT SERVICES PROGRAM MANAGER  
Yareli Mendoza, DBE external administrator  
Email: [yareli.mendoza@iowadot.us](mailto:yareli.mendoza@iowadot.us)  
Phone: 515-239-1427

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**THANK YOU**

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