

Replace section 5-1.13F with:

5-1.13F Small Business Enterprises

Section 5-1.13F applies if a small business enterprise goal is shown on the *Notice to Bidders*.

Use each subcontractor as shown on the Small Business Enterprise – Commitment form unless you receive authorization for a substitution. The substitute must be another small business enterprise.

The requirement that small businesses be certified by the bid opening date does not apply to small business substitutions after contract award.

Maintain records of subcontracts made with small business subcontractors and records of materials from certified small business suppliers. Include in the records:

1. Name and business address of each business
2. Total amount paid to each business

Include in your substitution request:

1. Copy of the written notice issued to the small business enterprise with proof of delivery
2. Copy of the small business enterprise's response to the notice
3. Names and certification numbers of the listed small business enterprise and the proposed substitute

If the Department authorizes your small business enterprise substitution request, it will do so in writing.

Work performed by a firm other than the committed small business enterprise or authorized substitute will be a violation of these specifications. Such violations will result in permanent payment deductions for the value of the work of the listed small business enterprise.

For the purposes of determining compliance with this section:

1. Upon reasonable notice and during normal business hours, permit access to the small business enterprise premises for the purpose of:
 - 1.1. Interviewing employees.
 - 1.2. Inspecting and copying books, records, accounts, and other material that may be relevant to a matter under investigation.
2. Upon work completion, complete a Final Report – Utilization of Small Business Enterprises form and submit within 10 days of Contract acceptance. The Department withholds the greater of 10 percent of the small business enterprise commitment or \$10,000 until the form is submitted. The Department releases the withhold upon submission of the completed form. If additional payments are made to a small business enterprise after submittal of the completed form, submit an updated form to reflect such payments.