

# DBE Hauler and Materials Supplier Guide

The following guide outlines each of the five hauler or supplier categories. Under each section you will find the allotted credit, responsibilities, ownership requirements, and necessary verification documentation for each category.

All INDOT suppliers must

- Negotiate price, Determine quality & quantity. Order materials/supplies
- Install if a subcontractor
- Pay for materials/supplies if a manufacturer, regular dealer or distributor
- Joint check agreement allowed if started by DBE & approved by INDOT in advance

## HAULER

100%

### Ownership

- Must own & operate at least 1 fully licensed, insured & operational truck
- Must be responsible for the management & supervision of the trucking operation
- Distribution does not require ownership

### Leasing

- Can lease *supplemental* hauling if it does not exceed the original hauling amount
- Dollar for dollar match with non-DBE trucks
- DBEs can lease trucks without drivers & add their employees as drivers for 100% credit
- Lease agreement must give DBE exclusive use of truck
- Leased truck must display name & ID # of DBE supplementing for

### Verification Documentation

- Documentation of owned truck & any leases
- Verification of truck placards on the jobsite

Distribution does not require ownership

## SUPPLIER MANUFACTURER

100%

### Credit

- 100% of sales

### Ownership

- DBE must own & operate the facility
- Ownership of distribution equipment is not required

### Responsibilities

Makes modification to item(s)

- Produces items on premises
  - Includes blending or modifying raw materials or assembling components to create products
- Minor modifications **DO NOT** equal manufacturer credit

### Verification Documentation

- Documentation of facility ownership
- Documentation of producing materials onsite

**SUPPLIER  
REGULAR DEALER**

**60%**

**Credit**

- 60% of Sales

**Ownership**

- Owns/leases facility
- Must both own & operate distribution equipment
- DBE does not have to own a facility for bulk items

**Responsibility**

- Items being sold must be kept on site, except for bulk items
  - Bulk items include – petroleum, steel, concrete, asphalt, stone
- May include items that are not typically stocked due to their unique characteristics
  - Special items include – paint, sealant
- Must regularly sell or lease to the public
- Must keep sufficient inventory on site & regularly sell

**Leasing**

- If leasing supplemental equipment must be a long-term lease
- Must own/lease distribution equipment

**Verification Documentation**

- Proof of facility ownership/lease agreement
- Proof of items sold on site
- Proof of sufficient inventory
- Proof of regularly selling materials to the public

## SUPPLIER DISTRIBUTOR

40%

### **Credit**

- 40% of the cost of materials/supplies & transportation fees

### **Ownership**

- DBE does not own distribution equipment

### **Responsibility**

- DBE is not required to maintain sufficient inventory
- DBE Assumes responsibility for items once they leave the point of origin, making it liable for loss/damage not covered by carrier's insurance (material or supply hauler)
  - *Items assumed liability at the delivery site will not be awarded*
- Deliveries made/arranged by manufacturer do not qualify

### **Verification Documentation**

- Documentation of purchase order or supplier's documentation of bill of lading by hauler
- Documentation of liability when leaving plant or origin location

## SUPPLIER BROKER

Fees and  
commissions

### **Credit**

- Fees & commissions – transportation/delivery fees & mark-up
  - Does not include any cost of the materials & supplies

### **Ownership**

- No ownership requirements for facility or distribution equipment

### **Responsibilities**

- Does not meet the standards for manufacturer, regular dealer or distributor
- Drop ship included

### **Verification Documentation**

- Documentation of materials, supply costs from the source
- Transportation or documentation costs
- Documentation of mark-up