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ARKANSAS DEPARTMENT OF TRANSPORTATION SPECIAL PROVISION JOB

DOCUMENTATION OF PAYMENTS MADE TO DISADVANTAGED BUSINESS ENTERPRISES

Although this contract does not have a Disadvantaged Business Enterprise (DBE) Goal, in accordance with Subsection 103.08(a) of the Standard Specifications all payments made to DBE Contractors, suppliers, manufacturers, and/or non-construction service firms must be reported by the Prime Contractor.

As required by Subsection 103.08(h), the Prime Contractor must use the appropriate DBE Payment Log form included in this Special Provision during the progress of the Contract. Listed below are the instructions on when each form is required to be submitted.

- The Prime DBE Payment Log (page 3) must be submitted by the Prime Contractor when he/she is a certified DBE Contractor and work was performed by their own forces or money was earned by the DBE Prime Contractor for work performed by a Subcontractor during the estimate period.
- The DBE Subcontractor Payment Log (page 2) must be submitted by the Prime Contractor when a Subcontractor is a certified DBE Contractor and work was performed by a Subcontractor or money was earned by a Subcontractor for work performed by a Second-tier Subcontractor during the estimate period.
- The 2nd Tier DBE Payment Log (page 4) must be submitted by the Prime Contractor when a 2nd Tier Subcontractor is a certified DBE Contractor and work was performed by a 2nd Tier Subcontractor during the estimate period.
- The 2nd Tier DBE Payment Log (page 4) must be submitted by the Prime Contractor when payments are made to a Department Certified DBE supplier, manufacturer, and/or non-construction service firm by the Prime Contractor or any Subcontractor or 2nd Tier Subcontractor during the estimate period.

A separate DBE Payment Log form is required for each DBE firm receiving payments for work completed or services provided during each estimate period. The DBE Payment Log forms, along with instructions for their use, are available on the Department's website at:

http://ardot.gov/Construc/DBE_Log.xls

All certifications of payments must be received by the Resident Engineer within thirty-five (35) calendar days following the end of each estimate period. Facsimile or scanned copies of the completed original payment log forms are acceptable to fulfill this requirement.

Upon completion of the contract, a final certificate of payments to all DBE firms -- page 5 of this Special Provision -- is required by Subsection 103.08 (h). The final amount paid to each DBE firm shall match the total to date reported on the last DBE payment log submitted for each firm. If necessary, an additional DBE payment log shall be submitted with the certificate of payment itemizing all payments made to DBE firms since the last estimate period. A signed, original of the Final Certificate of Payment must be furnished to the Resident Engineer.

Arkansas Department of Transportation DBE Subcontractor Payment Log

Job Number		Prime Contractor					
Estimate No		DBE Subcontractor					
Estimate Ending Date		Date Payment Made to DBE					
Item Code*	Item Description	Subcontract Unit Price	2 nd Tier Unit Price	Quantity	Value Earned By Subcontractor		
	<u> </u>						
	<u> </u>						
	 						
	 		 		<u> </u>		
	 				<u>'</u>		
	<u> </u>						
					 [
	les for pay items are shown mate voucher	-	Total	l This Estimate			
		Retaina	ge Withheld	d This Estimate			
DBE Paym	nent Log must be received	\neg	Net Total	I This Estimate			
within 35 ca	calendar days of the ending	% Retai	nage P	Previous Total			
da	ate of the estimate.		Т	otal To Date	-		
	tractor certifies that the pay entation of this payment is a	•			contractor and		
	nature	•	•	•			
	ed Name						
Department Use Only	Received	P _V		Verified			
Г	By Date	By Date			RE Initials		

Arkansas Department of Transportation DBE Prime Contractor Payment Log

Job Number		Contractor P BE Prime Conf		g	
Estimate No.		· - · · · · · · · · · · · · · · · · · ·			
	ng Date				
Item Code*	Item Description	Contract Unit Price	Sub Unit Price	Quantity	Value Earned By DBE Prime
			<u> </u>		
	 des for pay items are shown mate voucher		Tota	This Estimate	
				Previous Total	
DBE Payment Log must be received		7		Total To Date	
within 35 calendar days of the ending				L	
da	ate of the estimate.				
	ntractor certifies that the inform DBE Prime Contractor during the			•	ents the value
Authorized Sig	nature			Title	
Typed or Printe	ed Name			Date	
Department Use Only	Received			Verified	
,	By	By			DE Initials
L	Date	Date			RE IIIIIIais

Arkansas Department of Transportation DBE 2nd Tier Payment Log

Job Number .		ontractor					
			contractor				
			2nd Tier Subcontractor				
		e Paymen	t Made to DBF	Ξ			
Item Code*	Item Description		2nd Tier Unit Price	Quantity	Value Earned by 2 nd Tier		
			 	-			
			 	1			
			 	<u></u>			
				1			
				-			
				1			
	les for pay items are shown nate voucher		Tota	I This Estimate			
		Retai	nage Withheld	d This Estimate			
DBE Payn	nent Log must be received	1	Net Tota	al This Estimate			
within 35 calendar days of the ending% I		% Re	etainage F	Previous Total			
da	ate of the estimate.		Т	Total To Date			
	stractor certifies that the paymer ocumentation of this payment is				Tier Subcontractor		
Authorized Sigr	nature			Title			
Typed or Printe	ed Name						
Department Use Only	Received By			Verified			
Г	Date	Da	ate		RE Initials		

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ARKANSAS DEPARTMENT OF TRANSPORTATION CERTIFICATE OF PAYMENT

JOB	F.A.P		
JOB NAME			
ORIGINAL CONTRACT AMOUNT		DBE GO	DAL \$
DBE CONTRACT GOAL%			(Contract Commitment)
<u> </u>	INAL PAYMENT TO	<u>DBEs</u>	
The undersigned Contractor on the above were paid to:	mentioned project hereby	y certifies the	hat the following amount(s)
DBE Subcont	cractor(s)		Amount Paid
			\$
			\$
			\$
			·
_			\$
			· <u> </u>
			· \$
			\$
			- \$ - \$
			\$
			· \$
	T (10 11 0)	D.E.	· · ·
	Total Paid to Dl	BEs	\$
Only payments related to work, services, Payments under second tier subcontract DBE prime Contractors should include	s from DBE firms to no	n-DBE firr	ns should not be included.
Contractor:			
Signature:			
Typed or Printed Name:		T _	
Title:		Date:	
THIS "CERTIFICATE OF PAYMENT PRIOR TO PROJECT ACCEPTANCE. * If goal not met, brief explanation:	" IS TO BE SUBMITT	ED TO TI	HE RESIDENT ENGINEER
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